

# Bullers Wood School for Girls & Sixth Form



St Nicolas Lane, Logs Hill, Chislehurst, Kent. BR7 5LJ

Tel: 020 8467 2280 Email: [office@bwsgirls.org](mailto:office@bwsgirls.org) Website: [www.bwsgirls.org](http://www.bwsgirls.org)

Headteacher: Mr Simon Hardwick

1<sup>st</sup> September 2023

Dear Parents and Carers

## Re: Contacting the School – Year 13

When contacting school, we ask that in most cases you use email rather than telephone and follow the guidelines shown below.

### Reporting student absence:

All absences should be reported using the School Gateway App. The attendance facility enables you to notify us on the day of an absence. You are also able to view percentage attendance and can explain through the app any reasons for earlier absences that we believe to be unexplained. The process is explained in more detail through videos on the School Gateway help site: <https://schoolgateway.co.uk/help/>.

On the rare occasion you are unable to access the School Gateway App, please email the school office to report your child's absence: [office@bwsgirls.org](mailto:office@bwsgirls.org). Our policy remains the same in that we ask you to notify school by **8:30am** on each and every day of absence.

### Request for Leave of Absence:

Should you need to request a leave of absence from school for your child, you need to complete a 'Request for Leave of Absence from School' form which is available on our website: [Attendance and Punctuality](#). **Requests by email will not be accepted.** Your completed form should be sent to your child's Head of Year who in turn will pass to the Headteacher for consideration.

### General pastoral or school related queries:

In the first instance please email your child's form tutor and they will aim to respond to you within two working days.

- 13A Ms Mathews ([hmathews@bwsgirls.org](mailto:hmathews@bwsgirls.org)) and Ms Wakenshaw ([gwakenshaw@bwsgirls.org](mailto:gwakenshaw@bwsgirls.org))
- 13B Mrs Gould ([egould@bwsgirls.org](mailto:egould@bwsgirls.org))
- 13C Ms Coop ([acoop@bwsgirls.org](mailto:acoop@bwsgirls.org)) and Ms Wakenshaw ([gwakenshaw@bwsgirls.org](mailto:gwakenshaw@bwsgirls.org))
- 13D Ms Lenihan ([tlenihan@bwsgirls.org](mailto:tlenihan@bwsgirls.org)) and Mrs Sudds ([asudds@bwsgirls.org](mailto:asudds@bwsgirls.org))
- 13E Mr Tilley ([jtilley@bwsgirls.org](mailto:jtilley@bwsgirls.org))
- 13F Ms Smythe ([gsmythe@bwsgirls.org](mailto:gsmythe@bwsgirls.org))
- 13G Ms Hussain ([mhussain@bwsgirls.org](mailto:mhussain@bwsgirls.org))
- 13H Mr Khan ([akhan@bwsgirls.org](mailto:akhan@bwsgirls.org))

### Serious pastoral concerns:

Please contact Head of Year 13, Mrs Scott  
Email address: [cscott@bwsgirls.org](mailto:cscott@bwsgirls.org)

q u o d p o t e s t e n t a

**Subject related queries or concerns:**

Please email the relevant Head of Subject via [office@bwsgirls.org](mailto:office@bwsgirls.org). Please mark your email 'Attn: Head of [subject]' and specify student name, year group, subject and outline your concern. This will be forwarded to the relevant Head of Subject, who will respond to your query.

**Examinations enquiries:**

Please contact our examinations officer: Mrs Budds

Email address: [gbudds@bwsgirls.org](mailto:gbudds@bwsgirls.org)

**Safeguarding Concerns:**

These should be addressed to our Designated Safeguarding Lead: Mrs German

Email address: [mgerman@bwsgirls.org](mailto:mgerman@bwsgirls.org)

**Trips/visits/extra-curricular activities**

Please contact our Trips Co-ordinator: Mrs Johnson

Email address: [sjohnson@bwsgirls.org](mailto:sjohnson@bwsgirls.org)

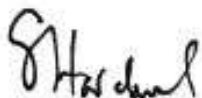
**All other enquiries: [office@bwsgirls.org](mailto:office@bwsgirls.org)**

You can expect a response to your email within two working days.

If you wish to meet with a member of staff, you will need to make an appointment in advance by emailing them direct or via the office. No member of staff is able to meet with parents and/or carers without an appointment.

We hope this information will ensure smooth and efficient home-school communication and we appreciate your support.

Yours sincerely



Mr S Hardwick  
Headteacher