Bullers Wood School for Girls & Sixth Form

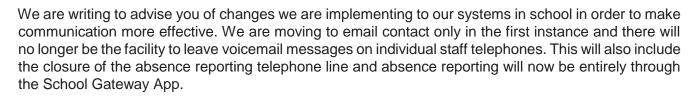
St Nicolas Lane, Logs Hill, Chislehurst, Kent. BR7 5LJ

Tel: 020 8467 2280 Email: office@bwsgirls.org Website:www.bwsgirls.org

Headteacher: Mr Simon Hardwick

February 2023

Dear Parents/Carers



When contacting school, we ask that you 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 or in advance of any future absences. You can report this by selecting "Reporting", "Attendance" and then click on "Advise of future 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 correct year group email to report your absence: Our policy remains the same in that we ask you to notify school **by 8:30am** on each day of absence.

General pastoral or school related inquiries:

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

12A	Mrs Drew (M,T,W) Idrew@bwsgirls.org and Ms Mathews (Th,F) hmathews@bwsgirls.org
12B	Mrs Gould egould@bwsgirls.org
12C	Mrs Coop (W, Th, F) acoop@bwsgirls.org and Mrs Wakenshaw (M,T) gwakenshaw@bwsgirls.org
12D	Ms Lenihan (M,T,W) tlenihan@bwsgirls.org and Mrs Cooper (Th,F) fcooper@bwsgirls.org
12E	Mrs Ainsworth (M,T,W) jainsworth@bwsgirls.org and Mr Tilley (Th,F) jtilley@bwsgirls.org
12F	Ms Smythe @bwsgirls.org
12G	Ms Earl searl@bwsgirls.org
12H	Mr Khan akhan@bwsgirls.org

Serious pastoral concerns:

Please contact the Head of Year Mrs Mitchell Email address nmitchell@bwsgirls.org





The school is part of Bullers Wood Multi Academy Trust: A company limited by guarantee **Chief Executive**: Mr Terry Millar MA

Registered in England, Company Number: 7588418 Registered Office: St Nicolas Lane, Logs Hill, Chislehurst, Kent. BR7 5LJ



Subject related queries or concerns:

Please email the relevant Head of Subject via <u>office@bwsgirls.org</u>. 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: Ms W Lovell

Email address: wlovell@bwsgirls.org

Safeguarding Concerns:

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

address: mgerman@bwsgirls.org

Trips/visits/extra-curricular activities

Please contact our Trips Co-ordinator: Ms S Johnson

Email address: sjohnson@bwsgirls.org

Any other enquiries: 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.

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

Yours sincerely

Mr S Hardwick Headteacher