

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

We are writing to advise you of changes we are implementing to our systems in school in order to make communication more effective. We are moving to email contact only in the first instance and there will no longer be the facility to leave voicemail messages on individual staff telephones. This will also include the closure of the absence reporting telephone line and absence reporting will now be entirely through the School Gateway App.

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) ldrew@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 gsmythe@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

Subject related queries or concerns:

Please email the relevant Head of Subject via 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: 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

