

# 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



February 2023

Dear Parents/Carers,

## Contacting the School

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 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 day of absence.

If you wish to request authorised absence for example to attend a funeral, please email your Head of Year with full details of the reasons for absence with as much notice as possible, and the Headteacher will make a decision on your request. Please be aware we can only authorise absence in exceptional circumstances.

### 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.

9AN Mrs Gowing [jgowing@bwsgirls.org](mailto:jgowing@bwsgirls.org)

9BL Mrs Burke [tburke@bwsgirls.org](mailto:tburke@bwsgirls.org)

9GT Ms Bell [jbelle@bwsgirls.org](mailto:jbelle@bwsgirls.org)

9LV Mrs Tagg [atagg@bwsgirls.org](mailto:atagg@bwsgirls.org)

9PK Mr St Omer [rstomer@bwsgirls.org](mailto:rstomer@bwsgirls.org)

9SE Miss Miller [amiller@bwsgirls.org](mailto:amiller@bwsgirls.org)

9SG Miss Shade [eshade@bwsgirls.org](mailto:eshade@bwsgirls.org)

9WT Mr Polak [apolak@bwsgirls.org](mailto:apolak@bwsgirls.org)

### Serious pastoral concerns:

Please contact the Acting Head of Year, Mrs Scott

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

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**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: Ms W Lovell  
Email address: [wlovell@bwsgirls.org](mailto:wlovell@bwsgirls.org)

**Safeguarding Concerns:**

These should be addressed to our Designated Safeguarding Lead: Mrs M German  
Email address: [mgerman@bwsgirls.org](mailto:mgerman@bwsgirls.org)

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

Please contact our Trips Co-ordinator: Ms S Johnson  
Email address: [sjohnson@bwsgirls.org](mailto:sjohnson@bwsgirls.org)

**Any 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/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