

20th June 2025

Dear parents and carers

I am writing to let you know about an update to our school reception and meeting booking arrangements.

We are committed to ensuring smooth communication between students, the school and families and we welcome parents and carers into the school very regularly.

We want to ensure that every parent, carer or visitor can meet with the right member of staff to discuss their child or any aspect of the school should they wish to. We are committed to safeguarding and want to ensure that all visitors to the school are supported appropriately.

In order to ensure that we can manage this in the most effective way, I am writing to ask that if you have a question, concern, or would like to speak to someone at school, that you first take the following steps by visiting our contact page. This page contains links, phone numbers and email addresses for enquiries relating to:

- Attendance
- Finance
- Pastoral queries
- Subject queries
- SEND
- Sixth Form
- Safeguarding
- Headteacher
- Out of hours concerns

To avoid disappointment, please take the steps above to confirm an appointment before coming to the school site. We are unfortunately unable to offer on the spot appointments to see staff and would politely request that visitors only attend Reception for a pre-arranged meeting or by request from the school. If you would like to make a complaint, please refer to the Complaints Policy on our website.

We love showing parents the great work of our students and staff, so feel free to book a tour or an appointment to find out more about the school.

Yours sincerely



Dan Wendon
Headteacher