



8th October 2020

School Communication

Dear Parents and Carers of Year 7

Our Year 7 Students have settled into their new school really well, learning lots of new procedures on top of starting their Secondary journey. Alongside this we know that you the parents and carers have had to adjust to the difference between Junior School and Secondary School. In this email I have detailed how we would like you to direct your communications, this will ensure that your questions will be answered in timely manner by the correct member of staff.

Your first point of contact will be your child's Form Tutor, I have listed them below so that you have the correct email address:-

Form 7.1 Miss E Darke edarke@swr.school
Form 7.2 Mr P Rodgers prodgers@swr.school
Form 7.3 Miss K Morton kmorton@swr.school
Form 7.4 Mr J Epu jepu@swr.school
Form 7.5 Mrs F Lock flock@swr.school
Mr T MacMillan tmacmillan@swr.school
Form 7.6 Miss M Alonso malonso@swr.school
Form 7.7 Mrs J Hawes jhawes@swr.school

Student Support Officer - Mrs Green zgreen@swr.school

Hopefully you have downloaded the [School Gateway App](#), often referred to as [Schoolcomms](#); an electronic school communication system that enables you to receive information from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message. Through the app you can contact us in a variety of different ways:-

Attendance – please choose that tab and click the notify button at the top – this will ensure that it is sent to the attendance inbox. You can use this to inform us whether your child is ill or being collected for an appointment. Alternatively you can email Mrs Aldred our Attendance & Welfare Officer valdred@swr.school or call the school 01494 815211 and choose the attendance option.

Contact/Medial Information – you can inform us of these changes by picking the relevant tab About Me/Student Details or email our School First Aider for medial sburnard@swr.school or office@swr.school for contact changes.

All Other Communication – for any other form of contact via the app please remember to include as much information as possible, as these messages go to a central inbox where they are then forwarded on to the relevant member of staff by the administrators processing them. Please be aware that the administrators will not be able to see the notification that you are referring to, they only see your name, the students name and the message you write. With this in mind you may prefer to send your email directly to either your child's Form Tutor, Student Support Officer, the relevant teacher (our emails work by using the staff members initial then surname followed by @swr.school) or me the Head of Year 7 khughes@swr.school.

Thank you for your support.

Kind regards

Mr K. Hughes MA DipEd QTLS