

Parent/ Carer Communication 6.9.24

Dear Parents/ Carers,

We are very much looking forward to your children coming back to the school next week and the new term ahead.

To support the start of term I have set out a number of things below that I hope will be useful when you and your children are coming to school on the first day.

The staff team have really enjoyed the opportunity to talk to you about your children prior to the start of the year.

Arriving in the morning and picking up at the end of the day

As in previous terms the gates for cars and taxis will be open from approximately 8.15 in the morning and 2.15 at the end of the day. As before we will be using the left-hand side for Taxis and the right-hand side for parents. If anything isn't clear when you arrive, please ask as I will be out on the gate.

Students will be using the ground floor entrance, where staff will be posted. As was the case last year it is the expectation that any child who is bringing with them a mobile phone, uses a Yonder pouch, provided by the school and these are stored away. Staff will support students in the process and knowing what to do if they are unsure.

Timetables

We will be giving the students their timetables on Monday and taking the opportunity to go through them with them so that they understand them fully. Where there have been some changes in the approach to the secondary timetable this will be fully explained to students and supported so they can fully benefit from this great opportunity.

Student Absence

If your child is ill and unable to come to school, please do not communicate this using Dojo but contact the office directly. It is essential that we know what is going on and where children are on any given day.

Medicines

Where your child needs to take medication, please do not hand this directly to the class teacher. This needs to be given straight to the office and a medication form completed. Without this we are unable to administer any medication to your child.

Reminder for key contacts:

If in doubt or you need to find something out please contact the school office:

Email: Reception@sail-academy.org Tel: 01722 694013

Other key contacts are:

Role	Name	Contact them for	Email/ tel no.
Headteacher	Matt Sambrook	Whole school leadership/ organisation Staffing Health and safety Budget School improvement	Matthew.sambrook@sail-academy.org
Deputy Headteacher (SENCO)	Dan Goldstraw	Annual reviews and EHCPs Admissions/ transition Adapted timetables Therapies/ AP Deputy Designated Safeguarding Lead (DDSL)	Daniel.goldstraw@sail-academy.org
Deputy Headteacher (Quality of education)	Susannah Roberts	Curriculum Teaching and learning Assessment Deputy Designated Safeguarding Lead (DDSL)	Susannah.roberts@sail-academy.org
Deputy Headteacher (Pastoral)	Charlotte Pullinger	Designated Safeguarding Lead (DSL) Pastoral lead Behaviour Attendance	Charlotte.Pullinger@sail-academy.org
Assistant Headteacher	James Wookey	KS4 lead Exams officer Careers/ destinations / preparation for adulthood PSED/ PSHE lead	James.wookey@sail-academy.org
Office Manager	Kay Ball	Lead for administration Central contact for communications with the school, general queries.	Reception@sail-academy.org

We very much look forward to seeing you on Monday and beginning the new school year

Kind regards

Matt Sambrook

Headteacher

SAIL Academy