



# SMITHDON HIGH SCHOOL

## HUNSTANTON

### Communications

**At Smithdon High School, we use a wide range of ways to communicate with families, which are outlined in this leaflet.**

*Work hard, be kind and smile*

### **Email**

Primarily email is used to send out the vast majority of letters from the school, as well as important notices and information. Email can also be used to contact Form Tutors directly.

If you would like to add or update an email address, please send this information to [data@smithdonhigh.org.uk](mailto:data@smithdonhigh.org.uk), along with your child's name and year group.

### **Text Messages**

Text messages are used to send Truancy Call messages. A Truancy Call is triggered when your child is absent from school and we have not been contacted to provide a reason.

Other than Truancy Call, text messages are used to send an urgent message to parents, including cancellation of/changes to any after school events, and reminders.

### **The SIMS App**

The SIMS App can be used to view your child's timetable and attendance record for the academic year. You can also use the SIMS App to view all of your child's rewards and consequences (behaviour) entries.

Twice-yearly academic reports are also uploaded to the SIMS App for parents.

Basic details (name/address/telephone number/email address/image consent) can also be updated through the SIMS App.

The SIMS App is available for all parents/carers with Parental Responsibility. To set up an account, please email [data@smithdonhigh.org.uk](mailto:data@smithdonhigh.org.uk) with the subject line "Parent App" giving your child's full name, year group and form.

### **The Smithdonian Magazine**

The magazine is created every half term, with information about individual successes, recent events in school and department activities. A link is emailed to parents and placed on the school's website.

If your child has achieved something outside of school, please send details to Miss Taylor, the Librarian and Editor, on [m.taylor@smithdonhigh.org.uk](mailto:m.taylor@smithdonhigh.org.uk) so we can include it in the magazine and share the achievement within the school and the West Norfolk Academies Trust.

### **Social Media**



Twitter: @Smithdon\_High

### **Website**

[www.smithdonhigh.org.uk](http://www.smithdonhigh.org.uk)

## **Year Contact Details**

### **Years 7 & 8**

Assistant Headteacher - Ms A. Moat (AMo) - [a.moat@smithdonhigh.org.uk](mailto:a.moat@smithdonhigh.org.uk)

Pastoral Manager - Mrs S. Collins (SCo) - [s.collins@smithdonhigh.org.uk](mailto:s.collins@smithdonhigh.org.uk)

### **Year 9**

Assistant Headteacher - Mr M. Johnson (MJo) - [m.johnson@smithdonhigh.org.uk](mailto:m.johnson@smithdonhigh.org.uk)

Pastoral Manager - Miss K. Bucks (KBu) - [k.bucke@smithdonhigh.org.uk](mailto:k.bucke@smithdonhigh.org.uk)

### **Years 10 & 11**

Assistant Headteacher - Mr D. Ward (DWa) - [d.ward@smithdonhigh.org.uk](mailto:d.ward@smithdonhigh.org.uk)

Pastoral Manager - Miss S. Green (SGr) - [s.green@smithdonhigh.org.uk](mailto:s.green@smithdonhigh.org.uk)

### **Students with additional behaviour and/or attendance support**

Assistant Headteacher - Mr M. Johnson (MJo) - [m.johnson@smithdonhigh.org.uk](mailto:m.johnson@smithdonhigh.org.uk)

## **Points of contact for student progress, achievement or welfare**

We hope you find this information helpful. We have clear contact routes to follow (see below) and all our staff will do their utmost to help you with any issues you have.

### **Issue or Concern**

### **Contact**

Immediate concern about your child's welfare or safety	Pastoral Managers
Issues that the Pastoral Manager (PM) has been unable to resolve	Senior Teachers or the Assistant Headteacher - Pastoral
All progress and general issues regarding your child	Form Tutors
Issues that the form tutor has been unable to resolve	Pastoral Managers
Issues that the Senior Teacher has been unable to resolve	Assistant Headteacher - Pastoral
Concerns about your child's attendance	Attendance Officer
Issues regarding a particular subject	Subject Teacher
Issues that the subject teacher has been unable to resolve	Subject Leader/Head of Department (full list on website)
Issues relating to your child settling in at school (Year 7)	Year 7&8 Pastoral Manager
Issues relating to ParentPay	Finance Officer (Mrs J. Jackson)

Any matters that are not resolved by any of the above will be dealt with by the relevant Assistant Headteacher, Deputy Headteacher or the Headteacher.

## **Contacts**

Main Office/Switchboard

**01485 534541**     [office@smithdonhigh.org.uk](mailto:office@smithdonhigh.org.uk)

Headteacher's PA - Mrs L. Taylor

**01485 536110**     [l.taylor@smithdonhigh.org.uk](mailto:l.taylor@smithdonhigh.org.uk)

Attendance Officer - Mrs C. Clarke

**01485 536123**     **07935 059774**     [attendance@smithdonhigh.org.uk](mailto:attendance@smithdonhigh.org.uk)

Assistant Headteacher - SENDCo (& Lead DSL) - Ms R. Bazeley-Smith

**01485 536113**     **07864 118674**     [r.bazeley-smith@smithdonhigh.org.uk](mailto:r.bazeley-smith@smithdonhigh.org.uk)

Assistant Headteacher - Senior Designated Safeguarding Lead - Mr D Ward

[d.ward@smithdonhigh.org.uk](mailto:d.ward@smithdonhigh.org.uk)

Finance Officer - Mrs J. Jackson

[j.jackson@smithdonhigh.org.uk](mailto:j.jackson@smithdonhigh.org.uk)

## **Senior Leadership Team**

Mrs A Gibbins - Headteacher

Mrs S Robinson - Deputy Headteacher  
(Curriculum, Teaching & Learning)

Mr M Johnson - Assistant

Headteacher Pastoral (Yr 9, Rewards,  
Behaviour and Attendance)

Mr S Chapman - Assistant  
Headteacher Curriculum & Standards

Ms A Moat - Assistant Headteacher  
(Yrs7 and 8)

Ms R Bazeley-Smith - Assistant  
Headteacher SENDCo & Lead  
Designated Safeguarding Lead

Mr D Ward - Assistant Headteacher  
(Yrs10 & 11), Senior Designated  
Safeguarding Lead

