



# 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, you can do this on the MCAS App (see below)

### **Text Messages**

Text messages are used to send urgent messages to parents, including cancellation of/changes to any after school events, and reminders.

### **The MyChildAtSchool (MCAS) App**

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

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

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

The MCAS App is available for all parents/carers with Parental Responsibility.

### **The Smithdonian Magazine**

The magazine is created every 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.

### **Website**

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

## **Year Contact Details**

### **Years 7, 8 and 9**

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)

### **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)

## **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 | Assistant Headteachers - 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 Pastoral Manager has been unable to resolve      | Assistant Headteacher for the Year Group                 |
| 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 Pastoral Manager                                  |

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)

Trust SENDCo (2-16 years)/ Trust Secondary Safeguarding Lead- 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)

Ms A Moat - Assistant Headteacher  
Pastoral (Yrs 7, 8 and 9 and  
Enrichment)

Mr S Chapman - Assistant  
Headteacher Curriculum & Standards

Mr D Ward - Assistant Headteacher  
Pastoral (Yrs 10 & 11), Senior  
Designated Safeguarding Lead

Ms R Bazeley-Smith – Trust SENDCo  
(2-16 years)/ Trust Secondary  
Safeguarding Lead

