



# 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 of 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**

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. Bucke (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	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 & 8 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)

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 Senior Attendance  
Champion)

Mr S Chapman - Assistant  
Headteacher Curriculum & Standards

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

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

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

