

Wadham School

Home-School Communication Information Booklet

School Year 2023/24



Dear Parents / Carers,

It is great to see so many of you at our Tutor-Parents evening this week, one of our events that we can discuss your child's progress directly with you. It is important that these meetings are positive and supportive to ensure all students come away with key information to help all students reach their full potential.

Please see the table below for details of the other Parents Consultation evenings that are in the school calendar for you to continue these discussions. As these are about each student, we feel it is extremely valuable for them to attend with you, enabling them to ask questions to help them understand the next steps required to be successful. Booking information will be sent out 2 weeks prior to the event.

Year	Parents Consultation Evening
7	Thursday 21 st March 2024
8	Thursday 25 th April 2024
9	Thursday 7 th March 2024 Options evening – Thursday 28 th March 2024
10	Thursday 2 nd May 2024
11	Exam Information Evening - Monday 8 th January 2024 Thursday 25 th January 2024
Sixth Form	Thursday 1 st February 2024



How we will communicate with you

Your child will receive a report from each teacher in the windows identified below and on the letter that was sent out at the beginning of October.

Each report will indicate how they are developing their learning attributes, the target pathways at KS3, target grades at KS4/5, their current pathways (KS3) or their predicted grades (KS4/5).

We will send a report of your child's progress at the following times throughout the year. This is part of the on-going communication between staff and parents / carers.

Please see the table below to indicate when the reports are expected to arrive home.

Year	Mid-Year Report	End of year Report
7	Thursday 14 th March 2024	Thursday 18 th July 2024
8	Tuesday 23 rd April 2024	Thursday 18 th July 2024
9	Tuesday 22 nd February 2024	Thursday 18 th July 2024
10	Thursday 25 th April 2024	Thursday 18 th July 2024
11	Thursday 18 th January 2024	Thursday 28 th March 2024
12	Thursday 18 th January 2024	Thursday 18 th July 2024
13	Thursday 18 th January 2024	Thursday 28 th March 2024



How you can communicate with us

Our aim is that communication is not something that happens once or twice a year at these events but is a free-flowing dialogue between home and school.

We have listened to information fed back from surveys and contact with you and have made the changes in this document to help make communication clearer.

Please view the information below to help you decide on who best to contact. We aim to acknowledge your email question within 24 working hours and provide you with a timescale with which a full answer will be given. As you appreciate many colleagues will be engaged in teaching during the day, but we will endeavour to respond to your email within this timescale. Please try to give as much information as possible, including your child's name and tutor group in any email.



EduLink App

Achievement and behaviour will be communicated via the EduLink App, and if we feel appropriate via email or a phone call to give you further information.

If your child receives a detention as a sanction, we will inform you of this via email or the EduLink App message system if you have push notifications turned on. You can also see your child's behaviour profile and detentions if you scroll right on the behaviour tab of the EduLink App.

Important Note

The Edulink App is a useful information communication tool, but it does have its limitations.

For example, parents and carers can update their contact information and consent details via the app, as well as see the Achievement points and Behaviour points your child has received during the day. Attendance can be seen on the app, but this only shows daily lessons and not a full overview of the previous days or weeks.

Please DO use the EduLink App to report your child's absence on any day that they are unable to come into school.

However, **please DO NOT use the EduLink App to message into school**, but use the protocol laid out in this booklet.

We are introducing 3 ways to communicate with us. Please have a look at the information below and decide which route is the best one to have any questions answered or information given.



1. Academic Progress

If you have a query regarding your child's **academic** progress, then please contact the relevant Head of Department by email, you will find their contact details below:

Subject	Head of Department	Email Address
English	Mr Mike Sykes	Msykes@wadhamschool.co.uk
Mathematics and Computing	Mrs Sarah Hutter	Shutter@wadhamschool.co.uk
Science	Mrs Kirsty Hazle	KHazle@wadhamschool.co.uk
Creative Arts	Miss Jenna Middleton	JMiddleton@wadhamschool.co.uk
Design & Technology	Mrs Claire Vickery	CVickery@wadhamschool.co.uk
Humanities	Mr Ian Tustin	ITustin@wadhamschool.co.uk
Languages	Miss Annabel Whitcombe	AWhitcombe@wadhamschool.co.uk
Personal Development	Mrs Lucy Martin	LMartin@wadhamschool.co.uk
PE	Mr Craig Owen	COwen@wadhamschool.co.uk



2. The Tutor

If you would like to pass information on or have a general question, then please email the tutor. They see your child daily and have the closest grip on how your young person is progressing outside of the academic platform.

You will find a list of the tutors on the next page, please decide whether the information requires to be sent to the Head of Year or just the tutor.



3. Pastoral Concern / Information

If you have a query or would like to contact us regarding a **pastoral** nature, then please email your child's Head of Year **copying** the Tutor in so that we can work out the best way to support your child.

Their email addresses are below, and I have also let you know who the Assistant Head of Year is, as they may reply for the Head of Year.

Year Group	Head of Year	Assistant Head of Year	Email address
7	Mr Colin Jackson	Mrs Jo Taylor	Cjackson@wadhamschool.co.uk
8	Mr Keith Allington	Mrs Sarah Barrett	Kallington@wadhamschool.co.uk
9	Mrs Sian Gray	Mrs Elaine Mee	Sgray@wadhamschool.co.uk
10	Mrs Jo Osborne	Mrs Dee Martin	Josborne@wadhamschool.co.uk
11	Mrs Keri Wright	Mrs Emma Harwood	Kwright@wadhamschool.co.uk
Sixth Form	Mr Harri Isack	Mrs Sue McElroy	Hisack@wadhamschool.co.uk

If you have a safeguarding concern, please do not wait until the next day but email keepsafe@wadhamschool.co.uk and Mrs Sarah Coombe our Designated Safeguarding Lead or one of the team will pick it up.

List of the Tutor groups, tutors and their email addresses

Tutor Group	Tutor's Name	Tutor's Email Address
7DSK	Mrs Dilan Keskin	DKeskin@wadhamschool.co.uk
7JJC	Miss Josie Cross	JCross@wadhamschool.co.uk
7SAW	Miss Scarlett Wells	SWells@wadhamschool.co.uk
7SJB	Miss Sarah Bene	SBene@wadhamschool.co.uk
7VJR	Miss Vicky Richardson	VRichardson@wadhamschool.co.uk
7WLD	Mr William Date	WDate@wadhamschool.co.uk
8AMW	Miss Annabel Whitcombe	AWhitcombe@wadhamschool.co.uk
8KEH	Mrs Kate Hodge	KHodge@wadhamschool.co.uk
8LJM	Mrs Laura Manning	LManning@wadhamschool.co.uk
8PGH	Mr Peter Hopwood	PHopwood@wadhamschool.co.uk
8RJG	Mrs Rose Goddard	RGoddard@wadhamschool.co.uk
8SLG	Mrs Samie Gosney	SGosney@wadhamschool.co.uk
9CLV	Mrs Claire Vickery	CVickery@wadhamschool.co.uk
9CMC	Miss Charlotte Coombs	CCoombs@wadhamschool.co.uk
9CSN	Mr Charlie Straker-Nesbit	CStraker-Nesbit@wadhamschool.co.uk
9JAC	Mr Jake Cox	JCox@wadhamschool.co.uk
9JMM	Miss Jenna Middleton	JMiddleton@wadhamschool.co.uk
9KJG	Mr Kevin Gillingham	KGillingham@wadhamschool.co.uk
10CKO	Mr Craig Owen	COwen@wadhamschool.co.uk
10DTQ	Mr Daniel Quick	DQuick@wadhamschool.co.uk
10H XK	Miss Harriet Kelly	HKelly@wadhamschool.co.uk
10IRT	Mr Ian Tustin	ITustin@wadhamschool.co.uk
10LXR	Mrs Louisa Ridgley	LRidgley@wadhamschool.co.uk
10PAE	Mr Paul Evans	PEvans@wadhamschool.co.uk
11CEP	Mrs Cam Pawling	CPawling@wadhamschool.co.uk
11HLT	Mrs Hannah Trim	HXWilson@wadhamschool.co.uk
11HXM	Miss Hollie Mawdsley	HMawdlsey@wadhamschool.co.uk
11JML	Mrs Jamie Lemon	JLemon@wadhamschool.co.uk
11NPC	Mr Nolan Cassidy	NCassidy@wadhamschool.co.uk
11SDH	Mr Sean Huggett	SHuggett@wadhamschool.co.uk
Sixth Form	Mr Andrew Jackson	AMJackson@wadhamschool.co.uk

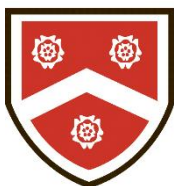


School Leadership

If you would like to contact us regarding the operational management, please contact the Senior Leadership Team using their areas of responsibility to help you direct your question.

Senior Leader	Responsibility	Email address
Mr Richard Burgas	Headteacher	Rburgas@wadhamschool.co.uk
Mrs Sarah Coombe	Deputy Headteacher Inclusion & Safeguarding DSL	Scoombe@wadhamschool.co.uk
Mr Simon White	Deputy Headteacher Curriculum & Outcomes	Swhite@wadhamschool.co.uk
Miss Alexandra Davidson	Assistant Headteacher SENCO	Adavidson@wadhamschool.co.uk
Mrs Nicola Finch	Assistant Headteacher Pastoral Development DDSL	Nfinch@wadhamschool.co.uk
Mrs Sarah Hutter	Assistant Headteacher Teaching and Learning	Shutter@wadhamschool.co.uk
Mr Simon O’Nions	Assistant Headteacher Assessment, Reporting, and IT systems	Sonions@wadhamschool.co.uk

Note: Your query may be passed to the most appropriate colleague so a timely response can be given.



School Office

The school office is available to answer your immediate questions and can help direct you to the right person to respond. They can be contacted on 01460 270123, please note that calls are monitored and recorded.

Please be aware that abusive language and / or an aggressive tone will not be tolerated. Calls of this nature will be terminated, and the information passed on to a member of Senior Team.

We hope that you find this document useful. We are constantly looking to improve our communication and if there is anything that you feel is missing, please contact sonions@wadhamschool.co.uk