



Batley Girls' High School

Visual Arts College

Achievement • Respect • Transformation

JCHDC/JO/LC987

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Co-Heads:
Julie Haigh David Cooper

9 March 2018

Dear Families

Welcome back after the break for February half-term, we hope you had an enjoyable and restful holiday. Whilst this is a short half-term, it is a key one in our school calendar as we work towards the end of year exams and revision season. Thank you in advance for all your support.

We are very proud of our school attendance, which is currently above national average. This is testament to all of the hard work that we have done together in ensuring that all of our students are in school and learning. We would however like to clarify the systems for reporting absence to school, so that we can make sure that all students are where they should be. If you take the decision not to send your daughter to school, the reverse of this letter shows a checklist of what to do, including a new easier to access number. Additionally, a reminder of the Progress Leaders and Pastoral Managers for each year group is included.

We are hosting our third special Co-Heads Lunch during the last week of half-term. This event will be to celebrate our students who do exceptional work in the community. We would love to hear about any community initiatives your daughter is involved in so we can celebrate her success. Please share your stories through our Parents' Voice email (parentvoice@batleygirls.co.uk).

We are also looking to increase our social media presence to ensure that we are building vibrant community links wherever possible. We are proud to be involved in the BBEST Hub and would be grateful if you could follow the BBEST Twitter feed ([@bbest_hub](https://twitter.com/bbest_hub)) and also our own Twitter account ([@batleygirls](https://twitter.com/batleygirls)). Both of these feeds provide vital information about the work of our school and our local schools hub.

We are grateful for your continued support and we look forward to hearing from you.

Yours sincerely

Julie Haigh

Julie Haigh
Co Head

David Cooper

David Cooper
Co Head

Please see overleaf for additional key information.

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Absence Reporting Procedure Checklist

If you are unsure about whether your daughter is well enough to attend school, please send her in and contact her Pastoral Manager (see table below). We have qualified first aiders in school who are happy to monitor your daughter and who will contact you and send her home if needed.

If your daughter is not attending school:

- Call **01924 350094** to leave a message on our Absence Line as soon as possible but before **9am**.

When leaving a message please make sure that you include the following information:-

- full name and tutor group of your daughter
- detailed reason for absence (*if your daughter cannot attend due to severe weather conditions, please make this clear in your message*)
- the best number to contact you on, in case we need to clarify any details, as sometimes messages are difficult to hear due to background noise or poor quality connections

Before 10am we send *Truancy Call* text messages to parents of any absent students that we have not heard from. If you receive one of these and you have already reported an absence, it is advisable that you call school, as there have been times when messages left on our Absence Line are inaudible.

Please note that it is vital that you contact school EVERY day that your daughter is off school (there may be some exceptional cases such as hospital stays when this is not required).

Key Staff

Year Group	Pastoral Managers	Progress Leaders
7	Mrs C Spiller	Ms C Dunkley
8	Mrs J Benson	Ms C Dunkley
9	Mrs D Sykes	Mrs A Schofield
10	Miss E McShane	Miss F Mamaniat
11	Miss C Firth	Mrs A Wilby
12 & 13	Miss S Akudi	Mrs H Green (Y13)
All	Mrs B Burke & Mrs G Hope	

Year Group	Designated Safeguarding Leads
All	Mrs G Hughes & Mrs J Seal