



September 2023

Dear Parents and Carers,

Working together – how we can support you and your child

Thank you for choosing The High School Leckhampton for your child. We hope that they have a happy and successful time with us and we are looking forward to getting to know them over the coming few weeks and months.

At HSL we know how important it is that parents are able to support their child during their secondary education – in fact according to research pupils whose parents stay involved in school have better attendance and behaviour, get better grades, demonstrate better social skills and adapt better to school. Parental involvement also more securely sets these pupils up to develop a lifelong love of learning, which researchers say is key to long-term success. So, your support is crucial in determining your child's success at school. However, we also know that as young people grow up, you may not hear as much from them about life at school and the support they want and need from you changes.

Consequently, we hope you will work in partnership with us throughout your child's time at HSL and this letter is intended to provide a brief summary of the support and guidance available to your child and you at the start of their journey.

Support for Pupils

1. Pastoral (support for their wellbeing and safety):

All pupils follow a programme of **Personal Development**, which takes place once every fortnight in a lesson delivered by their tutor. Their tutor also delivers extended PSHE sessions (normal lessons are suspended) once every half term, and occasionally external speakers are invited in to talk to the pupils. You can find details about the topics covered in Personal Development in our PSHE policy on our website:

<https://www.hsl.gloucs.sch.uk/attachments/download.asp?file=546&type=pdf>

If your child needs additional support and guidance relating to their wellbeing, including their mental health they can speak to any adult, but in particular they could contact:

- a. Their Tutor (whom they see twice a day in am and pm registration)
- b. A member of the pastoral team:
 - Mrs O'Riordan, Assistant Headteacher, Designated Safeguarding Lead and Mental Health Lead
 - Mr Powell-Jones, Deputy Designated Safeguarding Lead and teacher of PE



- Mrs McKenzie, Pastoral and SEND Administrator
- c. The school nurse – who offers a drop-in service in school each Tuesday lunchtime

The Pastoral Team can make referrals and book appointments with the following services/external agencies:

- a. The School Councillor
- b. External counselling services such as Teens in Crisis (TIC and TIC+); KOOTH; Child and Adolescent Mental Health Services (CAMHS)
- c. Childrens Social Care Services
- Some pupils are given a 'mentor' which is a designated Teacher, with whom they meet on a regular basis.
- There are pastoral resources on the school website:
<https://www.hsl.gloucs.sch.uk/pastoral-support>
- There are safeguarding displays around the school (including in the toilets) reminding pupils who they can speak to and where to go for help and guidance
- A significant feature of our support at HSL comes in the form of **extra-curricular clubs** on offer to all pupils. These have been carefully chosen by our staff to ensure all pupils have the opportunity to develop social, creative and physical skills – and in that way develop into well-rounded individuals.
Club lists are displayed in each Tutor Room and can be found on the school website:
<https://www.hsl.gloucs.sch.uk/attachments/download.asp?file=590&type=pdf>

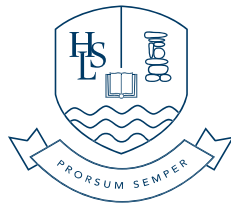
2. Academic (support for their learning)

If your child is struggling in lessons this will be picked up by their teacher through regular assessments and monitoring during lessons, however if they feel like they need additional support they should speak to:

- a. Their teacher for that subject (during the lesson, at break or lunchtimes or even by email)
- b. The Curriculum Lead for that subject (i.e. The Head of Department)
- c. The Teaching Assistant, who might be supporting that class

There are opportunities for your child to get help with work (including homework) in the following ways:

- Attending **Homework Club** each lunchtime – this is supervised by a Teaching Assistant and computers are available for all
- Attending **'Study'** after school until 4:30 (Tuesday-Friday inclusive) – this is supervised by a Teaching Assistant or teacher



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- Dropping into **The Hive** (Individual Learning Department) at break or lunch time – this is supervised by our SENDCO and our team of Teaching Assistants
- Attending subject specific clubs at lunchtimes, including:
 - **Sum Up the Week** (Maths support on Friday Lunchtime)
 - **Maths Challenge** (Maths extension activities on Wednesday Lunchtime)
 - **Ketchup Club** (Art & DT catch up club on Thursday lunchtime)
 - **Science Matters** (Science support on Thursday Lunchtime)
- Using the **VLE** – every subject area has uploaded a range of resources to support pupils with the curriculum

If your child has a specific learning difficulty and is on our SEND register, they may receive additional interventions in literacy and maths, this is dependent on need. If you think your child requires additional support because of a specific learning need, you should contact our SENDO, Mr Sam Matthews in the first instance: SJM@hsl.gloucs.sch.uk

Support for Parents and Carers

3. How and when will parents receive important information from the school?

As well as scheduled **Parents' Evenings** and **reports**, we will contact you regularly about relevant events, trips and visits and forthcoming activities.

Please note that the most common method of communication from the school is **email**. Please ensure they don't go to your junk! We will email you a **newsletter** every month – please look out for it and read it!

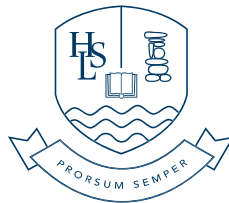
We will also phone parents, so please ensure all contact information remains up to date.

The **school calendar** is live on the website and parents have also been sent the file to the email addresses registered with the school. It should be possible to use this link to upload it to personal devices such as phones:

<https://outlook.office365.com/owa/calendar/6ab40a88c1374a90a42b52fc2dd8157a@hsl.gloucs.sch.uk/325726438957492eb8b406ed70f12e948444884374838728066/calendar.ics>

4. How can parents find out information themselves?

Please use the **website** to find answers to any questions and to see what is happening at school. This is regularly updated with important information relating to the curriculum, extra-curricular clubs, pastoral support, as well as newsletters and news items. Our Learning Journeys with individual topic curriculum maps are a fantastic source of information about what pupils are being taught in lessons, so please take time to browse through these in the subject information section of our website.



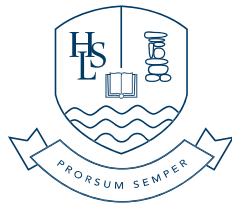
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Please log into the **VLE (FireFly)** to check what homework your child has been given.

If you need to contact the school please telephone and speak to reception (or leave a message) and we will get back to you as soon as someone is available. Please remember that all teachers, including those on the Senior and Pastoral teams have a busy teaching timetable, so they may not be able to return your call straight way but they will get back to you as soon as they can.

You may find the following email addresses useful:

Administrative Team:	
admin@hsl.gloucs.sch.uk	For all general enquiries
absence@hsl.gloucs.sch.uk	If you would like to report an absence
SED@baccarras.sch.uk	For enquiries about SCOPAY
The Leadership Team:	
NJH@hsl.gloucs.sch.uk	Mrs Harrington – Headteacher’s PA
AOR@hsl.gloucs.sch.uk	Mrs O’Riordan – Assistant Headteacher Pastoral
CJN@hsl.gloucs.sch.uk	Mr Newman – Assistant Headteacher Teaching & Learning (& trips and visits co-ordinator)
The Pastoral and SEND Team:	
SJM@hsl.gloucs.sch.uk	Mr Matthews – SENDCO
MPJ@hsl.gloucs.sch.uk	Mr Powell-Jones – Pastoral Leader
TXM@hsl.gloucs.sch.uk	Mrs McKenzie – SEND and Pastoral Administrator
Year 7 Tutors:	
KBK@hsl.gloucs.sch.uk	Miss Kennedy – Year 7 Tutor for 7LB
HIH@hsl.gloucs.sch.uk	Mrs Holland – Year 7 Tutor for 7IS
KCH@hsl.gloucs.sch.uk	Miss Hancock – Year 7 Tutor for 7CH1
LDJ@hsl.gloucs.sch.uk	Mrs Joice – Year 7 Tutor for 7CH2
MPB@hsl.gloucs.sch.uk	Mr Bunting – Year 7 Tutor for 7WI
Curriculum Leaders:	
MPB@hsl.gloucs.sch.uk	Mr Bunting – Music
AEC@hsl.gloucs.sch.uk	Mrs Cox – Humanities and RRSA Lead
LPC@hsl.gloucs.sch.uk	Ms Claydon – MFL
HIH@hsl.gloucs.sch.uk	Mrs Holland – RE
LMJ@hsl.gloucs.sch.uk	Miss Jones – Maths (on Maternity) – please contact Mr Newman CJN@hsl.gloucs.sch.uk
KBK@hsl.gloucs.sch.uk	Miss Kennedy – Science
GMA@hsl.gloucs.sch.uk	Mrs McAlpine – Art & DT (and VLE)
ICS@hsl.gloucs.sch.uk	Mrs Simms – English
TAW@hsl.gloucs.sch.uk	Miss Winters – Drama
RKV@hsl.gloucs.sch.uk	Mrs Vaughan – PE



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5. Advice and Guidance about supporting your child's personal development and wellbeing

You will also find a wealth of links and resources on our website and the VLE, that give both you and your child advice and guidance about a wide range of matters, including social media, online safety, drugs and alcohol etc. <https://www.hsl.gloucs.sch.uk/pastoral-support>

6. How does school help you support your child's learning?

All curriculum maps are on our website, where we recommend things you can do to support your child in that subject. <https://www.hsl.gloucs.sch.uk/subject-information>

There are 2 Parents' Evenings (one with Tutors) this year.

We will send you interim reports during the year and a terminal written report at the end of Year 7.

7. Financial Support

We are conscious of the current cost of living pressures and keep under review any costs that are regularly incurred by parents.

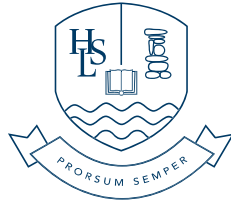
If you are struggling with the cost of items required for school, such as stationery and uniform please do contact us directly. We will always do what we can to help and support.

If you are eligible for Free School Meals, your child will receive £3.80 each day (this is more than we are given by the Government). It is uploaded onto their canteen card on a daily basis, so that they can buy food for breakfast and a substantial lunch. If it is not spent that day, it is wiped off at the end of the day.

We are aware that some pupils are entitled to support, as they are designated by the Department for Education to be '*pupil premium*.' If that applies to your child, the school can use this money in a variety of ways to support your child, including to purchase cooking ingredients and purchase equipment such as Maths and Art kits. If you think this applies to your child and you need some additional support with the cost of equipment, please do contact us at school.

8. Support with Uniform

The PTFA have now accumulated a good supply of pre-loved items. These are available to purchase throughout the year, at events such as the Year 7 disco, for a nominal cost. You can also contact the school directly if you are looking for a specific item and we will tell you what is available.



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We are currently reviewing our uniform items with our supplier Monkhouse and bringing on board a second supplier to ensure that our uniform continues to represent good value for money. Further information will be given to parents later in the Autumn term.

9. Providing a social network!

The **PTFA** committee is always looking for new members and you are encouraged to help out in any way you can. They organise a number of social events for parents during the year, including the fantastic fish and chip quiz night which has proven very popular. Please do get in touch with them if you can offer any support, and in turn you will be introduced to new families and friends.

Dates of meetings are published on the website.

And finally...

Most importantly, throughout your child's time with us, please keep in regular contact with the school.

Don't hesitate to pick up the phone if you have a concern or a question.

We are looking forward to working together to support you and your child.

With warm wishes,

Helen Wood
Headteacher