

## Parents: What you can do to help your child.



There are many ways in which you can support your child at secondary school. Below are some ideas but if you have any questions, or need any support, please contact us.

### Talk:

Find out what they are doing at school.  
Show them that you are interested!



### Uniform:

Check that they have the correct school uniform



### Equipment:

Check that they have the correct equipment, for example, a pencil, pen, ruler and rubber along with a school bag.

### Journal:

All students are given a journal.

Please check it and sign it each week.

It can be used for holiday dates, homework and reminders. It also can be used for sending messages



### Homework:

Please encourage your child by providing a quiet area in the house. Their homework timetable is in their journal.

All pupils' homework should be written in their journal, although it can also be viewed on 'Show My Homework' for which you and your child will receive login details.

If there seems to be gaps and you are concerned please contact your child's form tutor.

Pupils can also stay in school at the homework Club to do homework:

The school's Learning Resource Centre, The Hub is available each day during lunchtime and until 4.30pm on Monday, Tuesday, Thursday and Friday. Please encourage your child to use this excellent facility. Pupils can also stay in school at the homework Club to do homework.



### Attendance:

If your child is going to be absent it is very important that you contact the school and let us know immediately.

The school office is open from 8a.m. each day. No credit? You can send a **WhatsApp** to our attendance officer on: **07872 183650**

We expect high levels of attendance and remind you that it is illegal to take holidays in school time as this will affect your child's education



## Your child is ill?

If you feel your child might be too ill to go to school but you aren't sure, **send them anyway.**

We will contact you if there is a problem.

**It is very important therefore, that we have up to date contact numbers.**



## SPECIAL EDUCATION NEEDS:

If you feel your child needs extra help with a particular subject please contact their form tutor so that we can look into the appropriate help. Extra reading and spelling classes are run for those who need support in these areas. You could also contact our SENCO Mrs Pilkington.

**DINNERTIME:** All children stay on the premises at dinnertime so you know they are safe and where they are.

### Eligible for Free School Meals?

Parents should also receive information regarding free school meals.



## PARENT PAY:

We now operate a Parent Pay system for any money coming into school for trips, uniform etc. You will need to set up your account using the activation details included in the letter.

## What should you do if...

### You need to contact school?

If you have any information to pass on to the school about your child being ill or some similar information, you should telephone the school on 0161 7976543.

If you would like to discuss an issue concerning your child please contact their Form Tutor or one of the Pastoral Team.

If you have any complaints re: school, staff, policies or procedures please contact the Business Manager to seek guidance on complaints procedures.

If any issues arise where you feel you need to talk with school, please contact your child's form tutor, **Miss Hunter (Head of Year 7)** or **Miss Rourke (Pastoral Manager)**. You can reach them via the school office on **0161 7976543**.

## CLUBS:

We have a variety of clubs on offer for our students, with some designed specifically for our Year 7 students.

Please encourage your child to join some of the many activities we have available. A full timetable for September will be on our school website soon.



## CATERING ARRANGEMENTS:

A separate pack will be provided, giving information about Hazel Wood's cashless system.

We will let you know how to arrange lunches for your child when they first start in September (before this is set up).

## LOST PROPERTY:

If your child has lost something at school, please contact us. A lot of pupils do lose things and fail to collect them from lost property.



**Lost property**

## You need to ask for Leave of Absence?

Leave of absence is now only given in **exceptional circumstances.**

Please make your request in writing to the Headteacher.