



Dear Parents & Carers

Tomorrow - 31st March 2023

I would like to confirm that students will be expected to be in full uniform. Students were informed of the appropriate standards of conduct and behaviour that would be required for the proposed non-uniform day and unfortunately these expectations have not been met. All monies paid will be donated to the nominated charities. If you require funds paid to be returned, please contact the school.

As we come to the end of another busy term, with the lighter evenings and Spring most definitely here, I wanted to reflect on some of the wonderful moments of the last few weeks.

Last week our music department hosted our fantastic Spring Concert, where we were treated to some truly exceptional performances that wouldn't have been out of place in a professional setting. It's a great testament to the dedication of students that the calibre was so high.

We would like to thank and praise the performers, the staff who helped to bring this together, the PTA, the students and parents who helped with the technical, sound and lighting team as it is a whole team effort, to carry something like this off so successfully. It really was a wonderful evening and although it rained outside there was sunshine in the hall!

We have also had the pleasure of taking students out on several trips including Overstrand Hall, others have taken part in House competitions, cake sales and kindness events, it really has been an eventful half term. If you wish to know more, please [Click here](#) to view the latest edition of the Warlingham School & Sixth Form newsletter.

Important dates for your diary next half-term

- Inset Day 17th April
- Early May Bank Holiday 1st May
- Bank Holiday for Coronation of King Charles III 8th May

PTA

If you would like to get in touch with the PTA please email: chair@warlinghampta.co.uk

The PTA also have their own page on the Warlingham School & Sixth Form website which you can easily access here [WarlinghamSchool & Sixth Form College - Parent Teacher Association \(PTA\)\(warlinghamtl.co.uk\)](http://WarlinghamSchool & Sixth Form College - Parent Teacher Association (PTA)(warlinghamtl.co.uk))

The PTA have asked the school to share the following Google Form link for parents/carers to complete if you would like to volunteer to help and offer your support.

https://docs.google.com/spreadsheets/d/1V5FYkU_LSypySBP7pOu7wzrnWak1xbe-OOr0Gi8ROzg/edit?usp=sharing

Considerate parking

I have been advised of a number of incidents over the last week, where local residents have experienced inconsiderate parking by parents of students at the school. This has resulted in residents being unable to leave their driveways and students crossing at dangerous points in the road, which I am sure you will appreciate is not only inconvenient but can cause collisions and pedestrians to be in danger.

I have been informed that when residents have asked for their driveway to be left clear they have, on a few occasions, experienced confrontational and even threatening behaviour towards them. Our relationship with our local community is one we value greatly. As parents and members of that community, please role-model consideration and respect in how you interact with our neighbours at all times.

I appreciate it can be very difficult to park near the school, but we would ask that you consider parking further away in a safe and legal place.

Please do not park on:

- School Keep Clear Zig Zags
- Double/Single Yellow Lines
- Close to junctions / Drop Kerbs
- On Pavements
- In front of resident driveways

Punctuality

I would like to remind you that students should arrive at school ready to be engaged during their tutor time at 8.35am. Arrival after this time, will be registered as being late and sanctioned accordingly. If students arrive after the gates are closed, they must only use the main gate at the front of the school to enter the premises, students are not able to enter via the service road gate. Students leaving and arriving during the school day will also only be able to do so via the main gate. Please reinforce the importance of attendance and punctuality to both school and lessons with your child over the break to maximise their learning and progress at school.

Uniform

Please ensure you take the time to check uniform over the holidays, replacing missing items, where appropriate this will support students returning to school, dressed smartly and in accordance with our uniform policy.

We have a large amount of preloved uniform available from our Student Services Team who you can contact via studentservices@warlinghamtl.co.uk.

Communications with staff at school

Whilst our staff enjoy and appreciate very positive and supportive relationships with and communications from parents and carers, in a small minority of cases telephone, face-to-face and e-mail contact with staff has recently been and can be inconsiderate and/or threatening. As staff at the school have been experiencing this type of behaviour more frequently I wanted to remind parents and carers of the following:

- Points of contact in school for relevant communication
- Consideration of workload and demands on teachers' time in respect of e-mail and telephone contact with the school
- Courteous and considerate communication with staff

Points of contact in school for communication

The school endeavours to acknowledge contact and communications from parents and carers within 24-48 hours. In the event of an emergency, a member of the office team and/or senior colleagues will contact parents/carers or will acknowledge or respond to urgent enquiries.

Your first point of contact for pastoral enquiries is your child's form tutor. The first point of contact for teaching enquiries is the subject teacher. The easiest way to get in contact with your child's form tutor is by e-mail.

There will be circumstances where parents/carers do not receive a response or acknowledgement within 48 hours (this may be due to staff absence). Should you not receive a response to non-urgent contact with the school within 48 hours, you are asked to send a further request to the relevant member of staff and may additionally request support and follow up from the relevant Head of House (for pastoral issues following contact with a form tutor) or from the relevant Head of Department (for teaching/subject issues following contact with a subject teacher).

E-mail contact details are published on the school website. Additionally, general enquiries can be sent to our school e-mail address info@warlinghamtl.co.uk (they will be forwarded to the relevant staff member for response).

Courteous and considerate communication with staff

Whilst I understand that there may be instances where an incident has taken place in school or outside school concerning your child, which causes upset or frustration; parents and carers are requested to raise concerns and respond to concerns in a constructive and mutually supportive way with members of school staff. Our staff have the right to work in a safe environment without fear of intimidation, assault or verbal abuse from anyone with whom they come into contact (including e-mail, telephone and face-to-face communication).

Staff members are expected to act in accordance with school policies and procedures. They will listen, investigate and respond to concerns and queries as soon as possible alongside their teaching and other commitments. I thank you for allowing my colleagues to explain or investigate a situation before jumping to a conclusion, especially since we recognise that there are times when children and young people may have misunderstood or misrepresented a situation (unknowingly or otherwise). In cases where a staff member experiences shouting or verbally abusive behaviour, staff members may politely terminate meetings or telephone calls.

My colleagues and I thank you in advance for your support of the school. We remain committed to ensuring all students are safe, happy and successful in school and look forward to working with you to support them and celebrate their achievements throughout this year.

Thank you for your continued support of the students and school. I would like to wish you and you families a restful and enjoyable Easter Break and we look forward to welcoming students back on 18th April.

Yours sincerely



Mr P Foster

Headteacher