



Some answers to the most common questions - and a few reminders. If you have any other questions that this sheet does not answer, please do contact the relevant Head of Year or School.

What should I do if my child is absent?

Please telephone school by **9.00am** on the first day of absence and we will then let your child's form tutor know. When your son/daughter returns to school, a letter explaining the reason for the absence should be given straight to the form tutor. If we do not receive a letter you may then be contacted by the form tutor or Head of Year. Please do all you can to send a letter promptly on the student's first day of return to school.

What should I do if I have concerns regarding KS4 administrative issues, e.g. lockers, school meals, bus passes, and general welfare?

Mrs. C. Bryant is the KS4 Secretary and responsible for the administrative running of the KS4 office. She should be contacted in the first instance should you have any concerns regarding administrative issues or general welfare. Should you be unable to contact the Head of Year or Head of KS4 regarding a query or concern, please contact Mrs. Bryant who will ensure all messages are forwarded to the relevant person.

What should I do if there is a uniform problem?

If there is a temporary problem with an item of uniform, please send your child with a note to the Head of Year explaining the problem and when it will be rectified. Please do **all** you can to ensure the problem is solved as quickly as possible. We are proud of our uniform and do expect all students to wear it according to the dress code. It is also a matter of fairness to all students that we uphold our uniform expectations and Heads of Year will contact parents if their son or daughter is not meeting these expectations.

It is always advisable to check the dress code or contact a Head of Year if you are in any doubt about purchasing uniform such as appropriate shoes or considering the length of a haircut - a number 3 cut is the minimum we recommend. Thank you for your continuing support. **If there is a financial problem with uniform, do contact the relevant Head of Year in confidence.**

What should I do if my child needs to leave school during the day?

Please send him/her with a note explaining the reason for leaving during the school day and the time this will happen. This note needs to be given to Mrs. C. Bryant, KS4 Secretary or Mrs L. Miles, KS4 Pastoral Support who will issue the student with an Exeat. The student must sign the Exeat book in Reception before leaving school and on return, if this is applicable.

What should I do if my child has a part time job?

Schoolwork must obviously be a priority for all students but some older students can benefit from a part time job. There are very clear rules concerning the age a student must be to work (must be over 13) and the times and number of hours that can be worked. These are specified in an Employment Certificate which must be filled in and sent to West Sussex Education Authority. The certificate can be obtained from the relevant employer and your child's Head of Year. We recommend that a Key Stage 4 student should work a maximum of six hours a week. Any hours over this will mean a conflict of interest with school work which places the student under undue strain.

What should I do if I wish to request leave of absence for a holiday during term time?

We strongly recommend that students should attend school throughout the term and that holidays are arranged in the published times. Should your circumstances mean you wish to book a holiday during term time, this should be discussed with the relevant Head of Year **before the holiday is booked**. This enables the Head of Year to advise you as to the dates which are best avoided due to important events within the year.

Holiday request forms can be obtained from the relevant School office. This form asks for the proposed dates of the holiday and should be returned to the Head of Year. We will then return the reply slip stating whether we are able to authorise the holiday. These procedures follow the DfES Guidelines for Attendance at school, and we hope they are a clear procedure for parents. The important point is to contact the Head of Year before a holiday is booked.

What should I do to help with Homework?

1. Provide a quiet place where your child can work.
2. Encourage your child to present the work accurately and take a pride in the presentation.
3. Take an interest in the work the student is doing.
4. Help with organising work to meet a major deadline.
5. Talk to him/her about the work.
6. Ask questions to encourage understanding.
7. Encourage your child to follow the homework timetable.
8. Ensure he/she does not spend too much or too little time on homework.
9. Look at the Homework Diary and sign it regularly.
10. If you or your child have concerns, contact the relevant subject tutor, form Tutor or Head of Year.

What should I do if I change address or telephone number?

Any change in personal circumstances should be communicated so that we always have the appropriate contact names and details. Please write to the school marking the envelope *For the attention of Mrs C. Palmer, Student Records*. This letter can also be handed in, via the Key Stage 4 office, but we do have problems if students forget to give the letter in! Any confidential change in circumstances should be sent directly to the Head of Year.

We hope this information is useful to you. We would be grateful to know of any other questions to which you need answers so we can improve these pages next year.

**Please pass on any comments to
Mr. M. Brown or Mr C. Keating, Deputy Headteachers**