

**MBA/CWA**  
**6 September 2021**

**By email**

Dear Parents and Carers

It has been a pleasure meeting your sons and daughters and the dedicated staff at SET Saxmundham. The School has huge potential and the first two days of term have gone well.

As you would expect, the majority of my time so far has been spent meeting students, speaking with parents and carers, being out on duty and dropping in on lessons. I have also been meeting with each member of the SET Saxmundham staff team on an individual basis as well as my Trust counterparts with whom I will be working closely. This coming week students can expect to see me in the corridors as well as in lessons and I do hope that I will have the opportunity of meeting more of you at the additional forum this Friday at 9am.

As a Headteacher of many years, I know that great schools have the very best climate for learning and this is my no 1 priority for our school. Whilst I have seen many examples of strong engagement in learning and students being ready to learn, there are improvements to be made. With your support and the dedication and commitment of staff, I am looking to ensure that high expectations and standards are evident in all aspects of school life and quickly. This includes all aspects of uniform and student conduct.

I would therefore like to go through some key points to ensure a successful partnership between school, parents and carers this year.

### **Communication**

In addition to the weekly bulletin and appointments with individual parents and carers, I will be holding Headteacher's drop-in for parents and carers at which you can discuss any concerns or issues that you would like me to address with no appointment needed. The sessions for this term are:

**Friday 10<sup>th</sup> September at 9am.**

**Tuesday 5<sup>th</sup> October at 9.30-10.30am and 4.30-5.30pm.**

**Tuesday 7<sup>th</sup> December at 9.30-10.30am and 4.30-5.30pm.**

Please also refer to the attached communication information sheet for details about our communication procedures.

*Inspiring, enabling and celebrating each and every young person's personal best*

## **Uniform**

Parents and carers play a significant part in helping to embed our high expectations in regards to uniform and we ask that parents who send their children to our school fully support the school uniform policy. If any SET Saxmundham student does not adhere to our standards in relation to uniform then appropriate sanctions will be taken to ensure that students meet our uniform expectations. I am sure you agree that it is important that our students wear our uniform with pride as representatives of the SET Saxmundham community.

## **Attendance**

Excellent attendance at school is critical if your son or daughter is to achieve their very best potential. If you are aware of any upcoming medical appointments, please ensure the school is informed in advance. Wherever possible, your son's and daughter's education would benefit from such appointments being made outside of the school day. We do not authorise absence during the school term, unless in exceptional circumstances. I would therefore seek your full support in aiming for your son and daughter to have 100% attendance during their time at SET Saxmundham. We have a strict safeguarding policy at the school; this includes ensuring that every student is accounted for at the start of the day and during lessons. As part of this process, you may receive a call from our absence monitoring system informing you that your son or daughter is not in school. It is therefore important that the school is informed of any absence prior to 8.30am. You can leave a message with the front office team.

## **Curriculum**

I will write to you next week with an overview of the curriculum. I hope that this will be a useful starting point for you to do some research, support homework or just have a conversation with your child about what they are learning at school.

Finally, effective communication between you and the school is crucial in ensuring your son and daughter has the best possible education at SET Saxmundham and I would like to thank you in advance for all of your support in the coming academic year.

Yours sincerely



**Ms C Watson**  
**Interim Headteacher**



SET  
SAXMUNDHAM  
SCHOOL



## *How you can contact us...*



### *by telephone*

You can call the School office on 01728 633910 with any enquiries, which can then be directed to the relevant Tutor/ Year Achievement Leader/ Subject Leader



### *via our website*

You can use the Contact page of our School website  
<https://www.saxmundhamschool.org.uk/contact-us/>



### *by email*

You can email us at [saxmundham@seckfordeducation.org.uk](mailto:saxmundham@seckfordeducation.org.uk)



For anything relating to attendance, you can call us directly on 01728 633910

*We will always aim to respond to any enquiry within 2 to 3 working days.*

*We may contact you by:*



Letter - hand delivered  
or via post



Arbor message



Telephone call



Text message