

Communication with Parents/Carers

At Hainault Forest High School, we believe that we need to establish a 3 way partnership, school-home-student, in order to ensure that all students achieve their potential. The partnership should be based on mutual respect for the role that each of us plays in the education of students and upon the recognition of our responsibilities in the process.

We have created a home/school agreement which describes these responsibilities. We ask all students and parents/carers to sign this agreement with the school. This is not a legal contract but has proved effective for being based on trust and openness.

Appointments

Any member of staff may be seen by appointment. Appointments with relevant staff can be made by telephoning or writing to your child's form tutor, or Head of House. As all staff have a number of commitments, we need to operate a strict appointment system. However, if there is an emergency and you need to come into school, please report to the school office, senior staff will make every effort to see you. Concerns are generally best dealt with by contacting the relevant class teacher or form tutor in the first instance, followed by the appropriate Head of Department or Head of House if necessary.

Safety

In the interest of the safety of all our students, we insist that all visitors to the school report to the school office where they will be asked to sign in. You will be given a badge to wear to indicate that you are on official school business.

Student progress

Parents consultation evenings and other information events take place each year. These events offer an opportunity for parents/carers to discuss their child's progress with subject staff and pastoral staff. Parents receive an Interim Report on student progress each term and a more detailed report at the end of each key stage.

Letters

The school sends letters about events affecting specific groups of pupils e.g. trips and exams. We also write to recognise academic and other successes and to draw attention to concerns about behaviour, attendance or punctuality.

Stop Press

The school sends out a weekly newsletter giving a range of information about school activities, events, staff changes etc.

Mentoring Meetings

Students will formally meet with their tutor to review progress at least once a term. This meeting will take place on a Monday from 3.30 p.m. to 4.00 p.m. by appointment and parents/carers are invited to attend.

Head's Surgery

The Headteacher runs a regular evening surgery between 6 p.m. and 7 p.m. Parents/carers may drop in and discuss any issues or cause for concern. You will be informed of the surgery dates in Stop Press.

Heads of House Surgery

Every Tuesday 3.45 p.m. to 4.15 p.m.

Heads of House will be available to deal with any problems or issues that students or parents wish to raise.