



Montgomery High School

An Academy *within* the Fylde Coast Academy Trust

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Mutual Respect, Ambition and Learning

March 17th, 2017

Dear Parent/Carer,

I am writing to you to inform you of a few clarifications to our working practices and to make you aware of upcoming school events.

Guidance for parents on communicating with school

It is our aim to enjoy professional and productive relationships with our parents so that our students can achieve their full potential at Montgomery. Our staff are often unavailable during the day, as they could be either teaching or providing pastoral care to students. The Senior Leadership Team together with Behaviour & Attendance Managers patrol the school to ensure focus in lessons and good order at breaks and lunchtimes. In light of this, please find the guidelines for parental contact and the subsequent school response.

Parents coming into Reception to speak to a member of staff:

- If parents do not have an appointment, then Reception will try to contact the relevant Behaviour Manager;
- It is likely that the Behaviour Manager will not be able to attend reception and the parent will need to complete a form explaining their query;
- Reception will pass the form to the Behaviour Manager and a **call back will be made to the parent within 48 hours.**

Parents telephoning Reception to speak to a member of staff:

- Reception will attempt to contact the required staff member;
- If the staff member is unavailable, then Reception will take a message and email it to them;
- Members of staff **will call the parent back within 48 hours.**

Start time for school

Due to financial restraints, we cannot staff areas of the site before 8am on school days. At present, students are arriving as early as 7:30am and sit in the dining halls or on nice days, the quad. We cannot fulfil our responsibilities regarding supervision of students at this time. **Therefore, from the Summer term we will not be allowing students on site before 8am.** We are not enforcing this new rule until after Easter as we realise that this could mean some adjustment for both students and parents.

Mobile phones

You will be aware that the mobile phone policy changed in July. Mobile phones should not be seen or heard in school during the day and the policy at present is that if they are, the phone should be handed

over to the member of staff immediately. If the student complies immediately, then once it has been completely switched off it will be returned. If the student causes any issue it will be returned at the end of the day. Some students are abusing the system and too many phones are currently seen at break and lunchtimes. If this continues we will move to an immediate confiscation policy. I also ask that you do not attempt to communicate with your son/daughter via their mobile phone during the school day and instead use the usual telephone number 01253 356271. The students should use Student Services if they need to get a message to yourselves.

Comic Relief Friday 24th March

We are looking to raise some money for Comic Relief. We will be selling Comic Relief noses, cakes and running a sponsored Montgomery mile at the end of the day. Please encourage students to bring some money in on that day to contribute towards the good causes. Just to clarify, **this is not a non-uniform day.**

Hairspray (4th, 5th and 6th April) 7pm start

Rehearsals are well on the way for our school production Hairspray. The talents that will be on show were showcased last week at the Fundraiser. I was astounded at the depth of both the musical and theatrical talent that our students possess. I am sure the production is going to be a superb show and would encourage you to purchase your tickets early which are available from Main School Reception. They are priced at £5 for adults and £3 for children.

I would like to take this opportunity to thank you once again for your continued support over the academic year so far. One of things that we have been working hard on is attendance, and our current figures are excellent. This has only been achieved through working with you in partnership. We strive to work together with parents, as part of our Montgomery Family, in the best interests of the students and our local community.

Yours faithfully



Stephen Careless
Principal