



Hinchbrook School

Inspiring excellence Fulfilling potential
A DfE Academy with a Specialism in Sport

Changes to Communications in School

Dear Parents/Carers

We hope that you and your children have had a good summer break and are looking forward to the new term as much as we are.

We are aware that there have been many changes in terms of reorganisation so we thought it helpful to briefly clarify who you might want to communicate with if you have any concerns, or indeed good news, regarding your child. The form tutor remains the primary point of contact for any welfare issues and details of such can be found in the new style planner.

You will find that we have redesigned the planner to be far more user friendly and hopefully a far better means of communication. We would be grateful if you could spend some time familiarising yourself with it and remembering to sign it weekly. Every student will need to have their planner out every lesson and we want to use it as a means of developing organisational skills so we are being very explicit that it must be used responsibly, carried at all times and that there must be no defacing of any part of it.

You will be aware that the pastoral organisation is very different. We now have the Lower School team who are managed by Mrs Kate Tandy and comprises years 7 and 8 and Middle School which is managed by Mrs Jackie Hodgson and comprises years 9, 10 and 11. Years 7, 8 and 9 will continue to follow the KS3 curriculum and years 10 and 11 the KS4 one. Each Middle School year group will be led by a Head of Year who works with the support of an SSO (Student Support Officer) and both schools have administrators.

Any student issues/messages will be managed by the school administrators and we will communicate any urgent messages to students promptly. Students must continue to sign in and out when necessary with the school administrator and items brought into school by you can be left with community reception but will be transferred to the relevant administrator offices for students to collect. Please can you ensure that, where possible, students are aware of any medical or other appointment times in advance and that they have a note in their planner regarding such. It is obviously helpful if appointments can be restricted to out of school hours. Likewise a record of musical instrument lessons in the planner is helpful to all! Details of individual lessons can be found on the notice board in the music block.

Students will now be able to access messages on their phones outside of lesson times when permitted to do so. This will enable you to contact students directly with messages. If such communication is of a sensitive nature and could cause distress then please let us know via the relevant SSO or Administrator so that we can be aware and support where necessary.

Con....

Role	Person	Contact Ext Number	Email Address
Head of Lower School	Mrs Kate Tandy	5766	KMT@hinchbk.cambs.sch.uk
Assistant Head of Lower school	Miss Ruby Rana	5766	RR
SSO year 7	Miss Liz Erskine	5766	EEE
SSO year 8	Mrs Debbie Ellis	5766	DLE
Lower School Administrator	Mrs Nicola Darbyshire	5766	NCD
Head of Middle school	Mrs Jackie Hodgson	5752	JH
Head of Year 9	Mr Dan Milner	5201	DJM
SSO Year 9	Mrs Alison Meadows	5826	AJM
Head of Year 10	Mr Alistair Dewar	5260	AMD
SSO Year 10	Miss Aimee Robinson	5204	ALR
Head of Year 11	Mr Chris Pape	5203	CEP
SSO Year 11	Mrs Alie Winter	5205	AJW
Middle School Administrator	Mrs Julie Connor	5825	JAC
Vice Principal – Behaviour & Discipline	Mr Simon Cooke	5753	SAC

We are excited about the changes that have been introduced to support your child at Hinchbrooke and we are committed and look forward to developing home/school communication to ensure that we work together in a positive and mutually supportive fashion.

Best wishes

Mrs Kate Tandy

Mrs Jackie Hodgson