

September 2023

To All Year 8 Parents/Carers via *EduLink*,

Year 8 Key Contacts and Important Information

This letter is about important information for St Anne's Church of England Academy which we hope you find useful at the start of the 2023-24 academic year.

Key Contact Information

We hope that you will find it helpful to know the names of your child's teachers, so we have enclosed a copy of their new timetable. This has the names of subject teachers included. You can also find this information on EduLink.

To help make it clear who key members of staff are in **Year 8**, we have also enclosed a handy Key Contact postcard. This is designed to fit in a handbag or diary, or to be stuck on the fridge. It contains the names of key members of our Pastoral Team, including the names of all **Year 8** Form Tutors.

Please use this information to get in touch. Whatever you want to say, we will find the right person for you to talk to. You can contact school by telephone: **0161 643 2643** or by email: admin@stannesacademy.org.uk. You can also contact staff directly using the messenger function on EduLink, the school information portal and communication system.

Normally the best person to contact, in the first instance, will be your child's subject teacher for academic issues, or their Form Tutor for pastoral matters. After this you should contact **Miss Duncuft**, Pastoral Year Leader for Year 8: nduncuft@stannesacademy.org.uk. Each year group has a member of staff from the Leadership Team linked to it. For Year 8 this is **Mr Chapman**, Deputy Headteacher: achapman@stannesacademy.org.uk.

Staff will respond to any contact as soon as they can and will aim to get back to you *within 48 hours*. We cannot operate appointments on demand so please use the contact details above to book an appointment should this be necessary.

Safeguarding

Our Designated Safeguarding Lead, who is the strategic lead for child protection and safeguarding matters, is **Mr Chapman**, Deputy Headteacher: achapman@stannesacademy.org.uk. **Mrs Becconsall** is our Safeguarding and Welfare Officer: dbecconsall@stannesacademy.org.uk. She is also the Deputy Designated Safeguarding Lead. Mrs Becconsall has operational responsibility for day to day safeguarding concerns and is normally the first point of contact for safeguarding matters alongside the Pastoral Year Leaders, however students can speak to any member of staff if they want to discuss safeguarding related issues. Further information about reporting routes for our school community and key safeguarding contacts in Rochdale are enclosed with this letter for your reference.

Mobile Phones

In line with school policy and procedures, can I remind you that should you need to contact your child for any reason during the school day please contact school and a message will be passed on. If your child needs to contact home then they should speak to their Pastoral Year Leader or Form Tutor and appropriate arrangements will be made. This is because it is our rule that student mobile phones must be switched off and away, out of sight and out of mind, at all times, every day, without

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exception. Failure to meet this expectation will result in confiscation of the phone, which a parent or carer, or other nominated adult, will need to collect from Reception, as per the school Behaviour Policy.

Class Charts

Please note that school has stopped our use of Class Charts and parent/carer accounts are being deactivated. Achievement (positive points) and Behaviour (negative points) are now recorded on EduLink.

EduLink One

EduLink One is our school information portal and communication system. EduLink allows you to access key information about your child and enables you to easily communicate with staff. From September 2023 you will now also be able to monitor your child's achievement (positive) points and behaviour (negative) points. Please monitor your child's conduct on EduLink regularly as this is how we celebrate positive behaviour choices and also how you will be informed of detentions as a consequence for behaviour that does not meet our expectations. Your access details have already been shared by email so please follow the link to create your free account if you have not yet done so.

Nut free school

Please note that, to support staff and students with severe nut allergies, St Anne's is a completely nut free zone. We appreciate the support of all parents/carers, students and visitors in this regard, by not bringing or consuming their own products which may contain nuts on the premises.

Save the Date – Year 8 Parents' Evening

Finally, an important date for your diary: Year 8 Parents' Evening will be held on **Thursday 2nd May 2024** between 3.30 and 6pm. Further information will be shared closer to the time and you will be able to book appointments via EduLink nearer the time. This is an important opportunity for you to discuss your child's progress and support with their learning, so please save the date. We look forward to seeing you then.

Thank you for your continued support.

Yours sincerely,



Mr C Heyes
Headteacher

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