



Kingsmead School



A PARTNER ACADEMY IN JOHN TAYLOR MAT
Headteacher: Mrs M Mincher, Bsc, NPQH

RESILIENT  INNOVATIVE  MINDFUL  EMPLOYABLE 

Procedures for Making Appointments

Dear Parent/Carer,

In an effort to maximise the effectiveness of communication between parents and school, and to ensure we deal with queries regarding students as efficiently as possible, please find below a reminder of the procedures to arrange a meeting with your child's Progress Leader, if you need to discuss your child:

1. If you wish to discuss your child, please email their Progress Leader to arrange a phone call or a face-to-face meeting
2. If you call school wishing to speak to your child's Progress Leader, a message will be emailed to the Progress Leader by the staff on reception to get in touch with you as soon as possible to arrange a meeting
3. It is highly unlikely a Progress Leader will be available to meet you without an appointment due to the busy and varied nature of their role
4. If the situation you wish to discuss is an emergency, please call reception and we will endeavour to arrange for someone to meet with you as soon as possible
5. The Home School Agreement that parents sign stipulates that school will get in touch with you within 48 hours/two working days
6. In the high unlikely event that you do not get a reply to your message within 48 hours, please contact myself directly: t.truby@kingsmeadschool.net

Your child's Progress Leader can be contacted via email as below:

Year 7 – Mrs. T. Milner: t.milner@kingsmeadschool.net

Year 8 – Mrs. J. Thomson: j.thomson@kingsmeadschool.net

Year 9 – Mr. J. Taylor: j.taylor@kingsmeadschool.net

Year 10 – Miss C. Hinton: c.hinton@kingsmeadschool.net

Year 11 – Mrs. G. Taylor: g.taylor@kingsmeadschool.net

Students Leaving School for Appointments

If your child has an appointment (hospital, dentist, etc.) during the school day which requires them to leave school early, as parent/carer you must contact your child's Progress Leader and Attendance to inform them of the appointment prior to the student leaving school site. If a student comes to sign out with Attendance and we haven't had contact from an adult with parental responsibility, we cannot let them leave school site for safeguarding reasons. Attendance can be contacted on: KS-Attendance@kingsmeadschool.net

Thank you for your continued support in these matters,

Mr. T. Truby
Assistant Headteacher

Mr. A. Reynolds
Assistant Headteacher