

March 2019

Dear Parent or Carer

Working together to support our young people....

At Central Lancaster High School we want the very best for your child. In order to achieve this, our communication and relationship with you is crucial.

We communicate with you in a number of ways; by phone, email, letter, praise-card, ClassCharts and face to face, and when it's a general message we want to communicate, we do it by text, social media and our school website. We also inform you of your child's progress and general school experience at Parents' Evening and by your child's academic report.

Attached to this letter is a 'Working Together....' document. You will see that I have clarified what happens 'when things go well' (on one side) and what happens 'when things go wrong' (on the other side). In the 3rd column it shows you which member of staff will make contact with you. There are times when we require a collaborative approach with parents to achieve the best outcomes for your child, and we may arrange a face-to-face meeting with you in school.

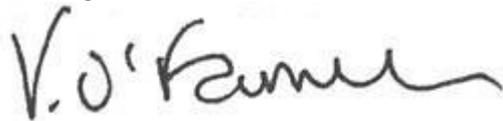
To ensure our 'working together' is effective; please can I ask you to:

- Ensure that we have your correct contact details on our school system.
- Log onto ClassCharts on a regular basis. If you have mislaid your account details, then please do not hesitate to contact the office.

The attached document sits alongside our Behaviour for Learning Policy, which you can access on the school website: <https://www.lancasterhigh.lancs.sch.uk/our-school/policies-and-reports/policies>

If you have any queries about 'working together' please contact me on the number at the top of this letter.

Kind regards



Victoria O'Farrell
Deputy Headteacher

