



City Academy Whitehawk

Communication Guide

How we will let you know about key events, dates and the life of the school

What	Why	When
Weekly Bulletin	Our weekly bulletin provides details of all the important events and dates for the coming school weeks.	Published every Friday on our website here . Once updated, all primary contacts on Arbor will be emailed with a link to the new bulletin.
Newsletter	Our newsletter contains information about our school and contains more detail than the weekly bulletin.	Published on our website here six times a year at the end of every term.
Headteachers Update	A weekly update from the Headteacher.	Published every Friday on the school website here Once updated, all primary contacts on Arbor will be emailed with a link to the new bulletin. This link will also be shared on our Facebook and Instagram accounts.
Facebook	Regular posts that show the life of the school and key events.	Several posts a week.

How we will let you know information about your child

What	Why	When
Annual Report	All schools are required send parents a written report on their child's progress for the academic year.	We share our annual reports in the summer term.
Family Consultations	An opportunity to meet with your child's teacher to discuss how they're getting on academically and socially at school.	Three times a year in the Autumn, Spring and Summer terms.
Start of the School Day	Our Senior Leadership Team love welcoming children to school in the morning.	Main and Canteen school gates 8:30-8:45am.



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End of the school day	Your child's teacher is available at the end of the school day on the playground to discuss anything to do with your child. If they are not available, members of the Senior Leadership will be.	School Playground 3:15pm
Parent Engagement Events	We hold six parent engagement events a year (including the Winter Performances and Sports Days) that provide the opportunity for you to find out more about your child's learning and to join in with them.	Every half term.
Curriculum Information	We want you to know what your child is learning in school so that we can work together to help them learn as much as they can. Information about what your child is learning is available the school website here .	

How you can get in touch with us

Topic	Who to contact
Your child is unwell or will be absent from school...	Please notify the school office as soon as possible each morning of the absence by calling the main school office on 01273 681377 or emailing admin@cawhitehawk.org.uk .
If you have a message for your child's teacher about collection arrangements, health concerns, home learning...	Messages may be left at the school office by phone 01273 681377 or emailing admin@cawhitehawk.org.uk and will be passed to the Class Teacher.
If you would like to book your child into Breakfast Club or an WASP After-School Club...	Breakfast Club is free and does not need to be booked: please arrive between 8:00 and 8:10am at the Canteen Gate. Please contact the School Office by phone 01273 681377 or emailing admin@cawhitehawk.org.uk if you are interested in a WASP session.



<p>If you have a question about your child's learning progress...</p>	<p>Make an appointment to meet with your child's teacher by phone on 01273 681377 or emailing admin@cawhitehawk.org.uk. If, following your discussion, you would like more information, make an appointment through the School Office to meet with a member of the Senior Leadership Team.</p>
<p>If you would like to talk about child protection/safeguarding concerns...</p>	<p>Contact the Designated Safeguarding Lead (DSL) Russell Wood as soon as possible – no prior appointment is required. Dora Rackham (Assistant Headteacher for Early Years) is our Deputy DSL.</p>
<p>If you are concerned about behaviour or bullying...</p>	<p>Make an appointment to meet with Keith Kelsey Assistant Headteacher for Behaviour and Personal Development by phone on 01273 681377 or emailing admin@cawhitehawk.org.uk. If, following your discussion, you would like more information, make an appointment through the school office to meet with a member of the Senior Leadership Team.</p>
<p>If you would like to discuss something related to your child's teacher...</p>	<p>Make an appointment through the School Office by phone on 01273 681377 or emailing admin@cawhitehawk.org.uk to meet with a member of the Senior Leadership Team.</p>
<p>If you would like to discuss your child's special educational needs....</p>	<p>Make an appointment to meet with the Gabby Gosztonyi Assistant Headteacher for Inclusion (SENCo) by phone on 01273 681377 or emailing admin@cawhitehawk.org.uk</p>
<p>If you would like to discuss payments for school dinners, clubs, school trips, etc.....</p>	<p>Please contact the School Office by phone on 01273 681377 or emailing admin@cawhitehawk.org.uk</p>

- If, having followed the steps above, your question or concern is not resolved, please make an appointment with the School Office (by phone on 01273 681377 or emailing admin@cawhitehawk.org.uk) to meet with a member of the Senior Leadership Team.
- **Quick contact guide**
- Some helpful contact details are below. Should you need to contact anyone else, please contact the school office in the first instance.



- Please be aware that the school office is open 8am to 4pm Monday to Friday during term time

Key Contacts		
Name	Role	Contact Details
Clare and Tiala	School Office	01273681377 admin@cawhitehawk.org.uk
Russell Wood	Headteacher	01273681377 admin@cawhitehawk.org.uk
Florella Scozzafava	Deputy Headteacher	01273681377 admin@cawhitehawk.org.uk
Russell Wood	Designated Safeguarding Lead	01273681377 admin@cawhitehawk.org.uk
Gabby Gosztonyi	Assistant Headteacher for Inclusion (SENCO)	01273681377 admin@cawhitehawk.org.uk
Jackie Storey	Attendance Officer	01273681377 admin@cawhitehawk.org.uk