

19 December 2019

Education and Social Work Services  
North West Community Campus  
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Dear Parent/Carer,

### **School Procedures**

As we approach the Christmas holidays, we'd like to remind all parents and carers about the importance of attendance at school to ensure the best possible outcomes for your child.

For our learners in S1 to S3, attending school with a focus on their learning will allow the best progression into National Qualifications in S4 and beyond.

If you have any questions or any concerns, please call the school and ask to speak to your child's Pupil Support teacher in the first instance. If you need to speak to one of the Senior Leadership Team, again, please call the school and ask to speak to the appropriate member of staff as shown:

- S1 Students - Mr Wilson (Principal Teacher)
- S2-3 Students - Mrs Morrison (Depute Head Teacher - Pupil Support)
- S4-6 Students - Ms Williams (Depute Head Teacher - Curriculum)

Please be aware that staff may be teaching classes, and may not be available. This is the same for any visits to school without an appointment. To help ensure an efficient way of communicating with the school, we ask you as parents and carers to phone in, leaving a brief message and a contact number, then appropriate member of staff will return your call. Dumfries and Galloway operate a 48-hour response time; please be mindful of this when you contact the school. Our school staff will try to ensure that they return your call well within this timeframe.

Thank you for your continued support at North West Community Campus.

Yours sincerely

J Morrison

