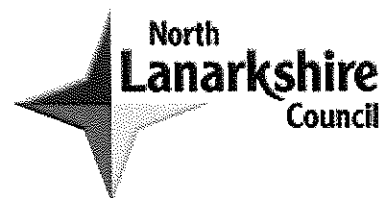


Our Ref: CR/ET
Your Ref:
Contact:
Tel: 01698 275555
Fax: 01698 275358
E-Mail: ht@braidhurst.n-lanark.sch.uk
Date: August 2016



Mrs Carolyn Rooney MA, MSc
Head Teacher

Learning and Leisure Services
Braidhurst High School
Dalriada Crescent
Motherwell
ML1 3XF

Dear Parent,

At the start of another school year it is appropriate that we should remind ourselves that school is essentially a partnership involving parents, pupils and teachers. As the Head Teacher of Braidhurst High, I give you my guarantee that we, the staff, will make every effort to fulfil our obligations to you and to your children, our pupils. Equally I would hope that you would play your part and also ensure that your child makes his/her contribution to the partnership. There are a number of ways in which you can demonstrate your support for the school.

School website

We use this to keep you up to date. Web Address: www.braidhurst.org

Please sign up for alerts.

Homework

Homework is vital in reinforcing the work completed in class and identifying any gaps in knowledge which need to be addressed. It is important, therefore, that you should check your child is completing the homework and that it is of a satisfactory standard. Homework diaries will be issued to S1/2 pupils only and we would appreciate it if you would check the diary regularly. Any questions you may have relating to homework should, in the first instance, be directed to your child's Pupil Support teacher.

Attendance and Timekeeping

Very often prospective employers contact the school to find out details of an individual's progress. High in importance on the list of their enquiries are the questions of a pupil's timekeeping and attendance. Very often these questions are asked before the enquiries on academic ability - exam passes. It is in the best interest of your child that he/she should have a good attendance record at school. If unfortunately your child has a recurring illness, it would be appreciated if you could keep the school informed by contacting the appropriate Pupil Support teacher.

If your child is going to be absent then a phone message would be appreciated. The office phones are switched on at 8.45am or alternatively you can leave a message if you have to phone earlier. The school operates a text messaging service to inform you if your child is not in school and we have not been notified. Following any absence a note dated and signed must be forwarded to the designated registration teacher to explain the absence. This is the case even when you have phoned the school.

May I remind you that our school day arrangements are as follows:-

Start of	Period 1	8.55am
Lunch		12.30pm - 1.15pm
End of day		3.45pm on Monday, Tuesday and Thursday
End of day		2.55pm on Wednesday and Friday

Continued/...

Executive Director, Learning and Leisure Services, Civic Centre, Windmillhill Street, Motherwell ML1 1AB



Service and People First

Personal Property

Pupils are strongly advised not to bring valuables to school. Pupils who do so must take personal responsibility for their own property at all times as the school can not be held responsible for any property lost or stolen. This includes property lost in changing rooms during Physical Education classes.

Mobile Phones

If brought to school these must be **switched off** and out of sight both in class and the corridors.

P.T.G.

Braidhurst has a very good Parent Teacher Group which meets regularly. This group has raised many thousands of pounds over recent years to enhance the educational provision for our pupils. Should you wish to help in this effort do not hesitate to contact me at the school or simply turn-up at our first meeting on Thursday 25th August, 2016 at 6.30pm.

Communication with School

It is my view that as a general policy teaching comes first and that teachers should not be interrupted during their classes. This usually means that if you phone the school the switchboard operator will take a message. Your normal line of communication should be through your child's Pupil Support teacher as they have periods in the week available to arrange for you to have an interview. Their role is central and I would encourage you to make full use of their expertise. They are often able to clarify issues and provide answers.

Atholl House	Mrs Y McKenna
Lorne House	Mr A Hamilton
Morven House	Mrs L Leitch / Mrs L Neilson
Rannoch House	Mrs M McHugh/Ms A McKay

Parents' evenings do of course offer you the main opportunity to speak directly with classroom teachers. I would encourage you to take every opportunity to attend these meetings. The smooth running of these evenings depends on staff and parents keeping strictly to the 5 minute time allocations. There are also information evenings held throughout the term – please check the website for details.

If you wish to speak to a member of senior staff, please phone in the first instance to arrange a time suitable for you both.

School Publicity Photographs

As you probably know the school often takes photographs of pupils and has in the past used certain photographs for publicity purposes in the press. This has worked very well and creates a feeling of pride in the school. If you do not wish your child to appear in such photographs you should contact me in writing.

Parking

For safety reasons parents are asked to refrain from dropping off or picking up pupils in the playground or staff car park areas.

Health Related Issues

We currently are fortunate in having the services of two trained First Aiders, Mrs J Dalzell and Mrs K. Latimer. If your child requires to take regular medication during the school day Mrs Taggart (School Office) should be informed.

I trust that these points clarify our position and would encourage you to use the channels suggested to maintain good contact.

Yours sincerely,



Carolyn Rooney
Head Teacher

Enc.