



PARENTS/CARERS SCHOOL COMMUNICATION

Hampstead School is committed to the UN Convention on the Rights of the Child and our communications underpin:

Article 5: (parental guidance)

Governments must respect the rights and responsibilities of parents to guide and advise their child so that, as they grow they learn to apply their rights properly.

Article 28 (right to education)

Every child has the right to an education. Secondary education must be available to every child.

Article 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

How should Parents/Carers Communicate with the school:

If you have a general enquiry and have access to the Internet you will find all the up-to-date information on the school's website: www.hampsteadschool.org.uk . If you do not have access to the internet the Reception Officer will be able to answer your query or refer you to someone who can.

You can also send an e-mail to: enquiries@hampsteadschool.org.uk

All school calendar dates are published on the school's website and also appear on the termly newsletter Hampstead Buzz.

The first point of contact for parents/carers, depending on the nature of the concern, is with your child's Tutor or Head of Year.

Please be aware that during the school day between the hours of 0830 and 1500 teachers will be engaged with teaching and may not be able to make contact with you between these times. **Please do not be disappointed if you have not been able to make contact the first time**, however, do leave a message on their voicemail giving your name, telephone number and a time when you might be available.

Please do not turn up at the Reception to see a member of staff without an appointment, as you are likely to have had a wasted journey.

How the School Communicate with Parents/Carers:

In addition to telephone communication, the school uses a text and e-mail service to communicate with parents/carers – **please do not unsubscribe to this service** and make sure that the school has your up-to-date contact information including e-mail address, mobile number and home address.

Parents/Carers are also encouraged to download the MyEd App which is free to parents.

The school will annually check that the information we hold on our database is sent to Parents/Carers for checking. It is **very important** that Parents/Carers check this information carefully, make any necessary changes, sign and return it to the Data Manager without delay.

If your contact details change before or after you have received or returned the data sheets, please send this information in writing to the Data Manager.