

3rd November 2011



Handsworth Wood
Girls' School
visual & performing arts

Dear Parent/Carer,

I am writing to you to clarify a few points:-

- ❖ School finishes at 3:20pm (2:20pm on Wednesdays). Students can be kept behind for up to 10 minutes without prior notice to parents. Anything more than this must be confirmed in writing 24 hours in advance.
- ❖ Mobile phones must be switched off when a student is on the premises at all times. Once a student has been dismissed to go home and is off the school site they can switch their mobile phones on.

This school subscribes to the S.H.A.R.P system (School Help Advice Reporting Page). This provides a confidential reporting system for any student in school to use.

This is a powerful communication tool and allows any aspect of bullying, anti-social behaviour, health related concerns or weapon possession to be reported to myself at any time convenient to students.

The webpage is driven by a menu which consists of the main heading relevant to each of the topics covered. Information is delivered in a standard format by means of a small video clip covering the subject matter with a few lines of written text.

In order to leave message students need to log onto:-

handsworth.thesharpsystem.com

They must click on the “make report” icon, write their message and “send”. However, please remember if the message remains anonymous, it is not possible to trace the sender and I am unable to help.

Yours Sincerely,

Mrs S L Rippington
Deputy Headteacher/Director of Inclusion

ASPIRING FOR EXCELLENCE

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