



Tullibody Road, ALLOA FK10 2ES
Telephone: 01259 452333 Fax: 01259 720402
Headteacher: Mr Tom Black

Dear Parent/Carer,

As we welcome our pupils back for term two, we will be making a couple of changes to how we support our young people across the school. This will take place through the development of our Pupil Services Team as well as changes to how we report absences to parents/carers. These changes will begin on **Monday 9th November**.

Pupil Services

Pupil Services has been developed to ensure that pupils have a central point within the school that they can access a member of staff at any time. This will be an additional strand of pastoral support put in place to support our young people. The Pupil Services Team will work directly alongside the Pupil Support Principal Teachers to provide support and guidance to our young people.

One major success from term one has been the calm fashion which the young people have been entering the school and reporting directly to their period one classes. As pupils enter both the school and individual faculties, they have been greeted by at least two members of staff before they enter their period one class. This will now be the same for pupils who are late or out of class for any reason within the school. They will be required to check in at both the main office and pupil services before attending their class. We see these human connections as an integral part of our pastoral support which we provide to our young people.

There will also be changes when contacting the school. If parents are contacting the school to report an absence or if they have any general queries then they should press **option 1**. If parents/carers have any pastoral issues and require to speak to a Pupil Support Principal Teacher they should select **option 2** and they will be initially directed to the Pupil Services Office. If they can answer the query, then they shall- if not the relevant Pupil Support Principal Teacher will be contacted and ask to call back at the earliest available opportunity. This is to allow the Pupil Support Principal Teachers more time and opportunity to provide more direct support to the young people throughout the school day.

Attendance Changes

We continue to encourage parents/carers contact us and alert us when their child is absent from school. We shall now be alerting parents/carers each period that a young person has been marked as absent from class.

If a parent/carer is unaware of why their child is not in class, we would like you to contact us at the earliest opportunity after receiving the Groupcall.



These communications can be through either phoning the school directly or through texting back to the Groupcall which has been sent.

As well as the changes to the period by period Groupcall, parents/carers will now receive a monthly update on their child's attendance. This is purely for information only. We are aware that some young people have alternative plans regarding attendance.

We plan to run these changes throughout term two. We would like your feedback on these changes as we are keen to continue to improve the services we provide to our parents/carers and young people. We shall provide an opportunity for this feedback near the end of term two.

Yours sincerely



Mr P Arnold
Depute Head Teacher

