



Dear Parent/Carer,

I would like to take the opportunity to welcome all students to the new academic year and introduce the support team we have available for your son/daughter in school throughout this year. Temple Moor offers a fantastic school experience for all students, and this letter will help to clarify points of contact and key dates throughout the year.

Attendance and Rewards

At Temple Moor, we value students progress and outcomes to provide everyone with a quality education which will promote the best life chances. Therefore, good attendance is critical to a young persons success. Every missed lesson is a missed opportunity, and is therefore critical that our young people have excellent attendance to high school.

Equally, we want to reward and value the work that students put in, and we have a high range of rewards throughout the year to recognise these successes, including vouchers, rewards assemblies and trips.

For any communication regarding attendance then please use the following:

Telephone: 0113 390 0770 **Ext:** 7222

Email: tmhsattendance@tmhs.rktl.co.uk

The Arbor app can also be used to communicate absence however it is likely the attendance team will follow this up with you later in the day.

Separate communication around attendance and rewards will be sent out in due course, and this information can be found at the following link: [Temple Moor High School & Sixth Form - Red Kite Learning Trust - Attendance \(tmhs.co.uk\)](https://www.tmhs.co.uk/learning-trust-attendance)

Contact Protocol

During school hours, staff need to prioritise supporting students and therefore we ask that you follow the below methods of parental communication with school.

If you need to contact us regarding an issue, please use the following methods, stating the name of the member of staff you wish to contact, and providing a brief description of the enquiry:

1. The Arbor app is monitored throughout the day so this should be your primary method of communication.
2. If this is unavailable, then you can email info@tmhs.rktl.co.uk
3. If you contact us via phone, it is not always guaranteed that someone will answer however you can use the main reception number (0113 390 0770) and leave a message either on the answer machine or with reception.

We will acknowledge receipt of your message, however please allow for up to 48 hours for the specific member of staff to respond to your enquiry. If your issue relates to an urgent safeguarding matter, then please make this clear in your communication with school as we will respond appropriately.

Key Members of Staff for Year 7

Phase Leader: Mr Mark Sutton

This is your point of contact for any academic issues, such as attainment and progress.

Pastoral Officer: Mr David Hollingworth

This is your point of contact for any pastoral issues, such as well-being and safeguarding.





Should you wish to speak with one of us in person, please arrange a suitable time for this prior to visiting school. Due to the school day being busy with the support of a large year group, we are unable to meet without a prior arranged appointment.

Form tutors

Your son/daughter has a form tutor where you can direct any queries that they could address for you. The names of all form tutors in the year group can be found below.

Form tutors:

7T - Miss Alienor Hewson
7E - Miss Rowan Carter
7M - Mrs Rachel Young
7P - Mr Chris Longfellow
7L - Mr Peter Cashon
7R - Mr David Gomersall
7G - Mr Kyle Norton
7H - Mrs Charley Dawson
7S - Miss Holly Homer
7C - Mrs Laura Johnson

Your son/daughter has a planner that contains lots of important information, and I would advise that you sit down and have a look through this with them. Students weekly and overall attendance will be recorded in this planner, as well as their positive and negative behaviour record. Discussions around attendance and behaviour will be had with form tutors weekly, and we would encourage these discussions to happen at home as well to support positive progress and an overall positive school experience. This information can also be viewed on our 'Arbor app'.

Key events throughout the year

Throughout the year, we have some key events that are taking place for students in Year 7. These can be seen below:

Year 7 Photos – Thursday 12th September
Flu Immunisations – Tuesday 24th September
First report (Attitude to Learning) – Friday 29th November
Second Report (Attainment and Attitude to Learning) – Friday 14th February
Parents Evening – Monday 23rd June
Third report (Attainment and Attitude to Learning) – Friday 20th June

Yours Sincerely



Mr Mark Sutton
Phase Leader Year 6 into 7 Transition
Temple Moor High School

