## Dear Parent/Guardian

The Form Teams for Junior School are shown overleaf. From this you can find the name of your son's/daughter's Tutor. In this role he/she will be responsible for registering your child's attendance each morning and will have an opportunity to get to know him/her in an environment which is rather different from the normal school classroom. Over a period of time the Tutor aims to gain an overall view of his/her academic progress and social development. As a result the Tutor should be able to offer support and advice if difficulties should arise. We recognise the value of parental support and so would wish to work closely with you when appropriate.

If you have a concern about any issue or wish to pass on information about your son/daughter, the Tutor is the person you should normally contact. It is quite acceptable for you to leave a message for them through reception if you are unable to make direct contact, and they will return your call.

As part of the College's Covid risk assessment we can no longer accept paper documentation to report pupil absences from school. All absences and appointment requests such as medical appointments should now be reported via the School Gateway app. Details concerning this process were recently sent home to all parents. You may also contact school using the Schoolcomms system (for which you must have registered) using the number 01287244005. I would ask that you ensure you text before 9.00am.

Alternatively, if you need to give a more detailed explanation you may telephone the number below **before** 9.00am:

02890 205206 Junior School Forms 1 - 3 Mrs R Henderson

Mrs Henderson will record the details or you can leave a message on her voice-mail.

Please text (or phone) on **each** day of absence. If you have signed up to our Schoolcomms system you will receive a text if your son/daughter is neither in Tutor group registration nor registered elsewhere in the school and we have not received a text or telephone call from you. School should be informed about any Covid related absences and if a pupil or a member of the household tests positive then public health guidance should be followed.

As you are aware, we ask that medical appointments, family holidays etc. are arranged outside school hours. However, in exceptional circumstances, if your son/daughter has to miss part of a day, a full day or more than one day then you should contact the school via the App or Schoolcomms system. All requests for planned absence should be made at least three days in advance.

We hope your son/daughter has a successful year and we look forward to working with him/her in the months ahead.

Yours sincerely

J McDonald Head of Junior School

Head of Junior School	Miss J McDonald		
	Head of Form	Deputy Head of Form	Form Tutor
Form 1	Mrs E McKay	Mrs L Callaghan	Mr A Gallagher
Form 2	Mr S Lyttle	Dr F Quinn	Mr R Livingston
Form 3	Mrs G McKee	Dr T Crawford	Mrs B Bell
Form 1 Tutor Groups			<u> </u>
1R	Mr A Gallagher	1W	Miss J Crockett
1S	Mrs R Burton	1X	Mr W Latimer
1T	Mrs C Hart (TuWThF) Mrs T Rea (M)	1Y	Miss U Corrigan
1V	Mrs G Braband	1Z	Mr T Welshman
Form 2 Tutor Groups			<u> </u>
2R	Mr R Livingston	2W	Mr J McKee
2S	Mrs L Fulton (MTuF) Ms R Keaveney (WTh)	2X	Mrs J Irvine (WThF) Mrs N Bedi (MTu)
2T	Mrs J Oliver	2Y	Miss S Coll
2V	R Devlin	2Z	Mr E Marron
Form 3 Tutor Groups			<u> </u>
3R	Mrs B Bell	3W	Mr N Wright (MThF) Mrs L Livingstone (TuW)
3S	Miss E Boyd	3X	Miss K Walker
3T	Miss G Curran	3Y	Miss A McIntyre
3V	Dr M Devlin	3Z	Dr M Fox (MWTh) Mrs J Evans (TuF)