

# Parental Engagement Opportunities

**Events** - where possible, we will try to accommodate online access

- **Parent Days** - a chance to meet with your child's subject teachers and tutor. *One per year, per year group.*
- **SLT Surgery** - *Thursday 9-9.30am.* Drop-in appointments to speak with the Headteacher or member of the senior leadership team.
- **Parent Forums** - *termly, week 8, 5.30-6.30pm.* Presentation and discussion on a particular aspect of school life.
- **Parent Family Dining** - *termly.* Opportunity to experience family dining in real life with other parents/carers. You are also welcome to drop in at other times.
- **Specific Information Evenings** - groups of parents are invited to specific events relevant to their child, e.g. Y9 Options Evening, GCSE Information Events, Y7 Meet the Tutor Evening.
- **Celebration Events** - come and be part of celebrating our community at events like concerts, performances, awards evening, and sports day.
- **SwanComm** - our parents association run lots of community events such as International Evening, and SwanFest. You can also attend termly SwanComm meetings.

## Portals

- **My Child At School** - all key information about your child (timetable, attendance, behaviour, reports) can be found here.
- **ParentMail** - this is where you pay for lunches and other items, e.g. snacks, trips, etc.
- **Email** - most information, including reports, is shared with parents/carers via email.
- **Classlist** - a support network for parents/carers to be able to contact each-other. The school has no involvement in Classlist.

# How to contact The Swan School

**Email is the best way to contact the school.** We aim to respond to all emails within 48 hours of receipt. All staff email addresses have the same format - [firstname.surname@theswanschool.org.uk](mailto:firstname.surname@theswanschool.org.uk). If you are unsure who to contact, please email [office@theswanschool.org.uk](mailto:office@theswanschool.org.uk) who can pass your message to the right person.

The weekly **Parent Bulletin** is sent to all parents/carers every Friday. This includes important information and reminders of upcoming events. All Parent Bulletins for the year are linked on the **Parent Letters** page of the website.

## Who to contact:

- **Form Tutor** - your child's 'parent in school' should be your first port of call for any pastoral questions/concerns about your child.
- **Head of Year/Assistant Head of Year** - are available to support with more serious pastoral issues.
- **Subject Teacher** - you can contact your child's teacher directly for questions relating to specific subjects. They may ask the Head of Faculty to support in resolving the issue.
- **Headteacher/Senior Leaders** - if you need to escalate a concern.

## Heads of Year

- **Year 7** - Mr Quarterman
- **Year 8** - Mr Buswell
- **Year 9** - Ms Steele
- **Year 10** - Mr Hagmann-Smith
- **Year 11** - Mr Broome
- **Sixth Form** - Ms Megaw, Mr Brewer, Mr Carding

**Assistant HOYs/Pastoral Support** - Ms Graham, Ms Masterman, Mr Sobratty, Ms Lenthall, Ms Houlihan (6th Form)