

GARTREE HIGH SCHOOL



# Parent Handbook

## 2026 - 2027

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*Aspiring to personal excellence in a supportive community*



# OUR VALUES

*“Aspiring to personal excellence in a supportive community”*

## **The core values we hold at Gartree:**

- Learning is central to everything we do, so that all can reach their potential.
- Everyone in our school is treated with respect.
- We work with honesty, trust and integrity.
- We nurture self-belief, confidence and aspiration – through commitment and hard work.
- Everyone is responsible for their own actions and self-discipline.
- We recognise and celebrate personal success.

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# WELCOME TO GARTREE

We are very pleased to welcome you to Gartree High School. It is an exciting time for your child and we are thrilled to be welcoming them to our community. We hope you find this handbook helpful – it is designed to make the transition to Gartree as smooth and purposeful as possible.

There is much we are proud of here at Gartree. We have a diverse, supportive and caring school community with excellent pastoral care. We offer a curriculum that will challenge and enthuse your child and prepare them for the modern world. We are also very keen for them to challenge themselves outside of the classroom. We really look forward to welcoming you child.

**Welcome to Gartree!**

Will Carter and Ed Wilson – Co-Headteachers

*W Carter Ed Wilson*



# KEY STAFF AND CONTACTS

## **Gartree High School**

Ridgeway  
Oadby  
Leicestershire,  
LE2 5TQ

Tel: 0116 271 7421  
Calls may be recorded

### **Co-Headteachers**

Mr E Wilson & Mr W  
Carter

### **Chair of the governing board**

Mr Paul Bannister

### **Deputy Headteacher**

Mr M Wills

### **Assistant Headteachers**

Mrs V Mehta and Mr E  
Ablett

## **Special Educational Needs Co-ordinator**

Mrs H Collins

### **Year 7**

Miss J Witts – Head of Year  
Ms Susan Whalley – Assistant Head of  
Year

### **Year 8**

Mr B Preston – Head of Year  
Ms S Bozzoni – Assistant Head of Year

### **Year 9**

Miss K Owen – Head of Year  
Mr S Allardyce – Assistant Head of Year

### **Year 10**

Mr E McCann – Head of Year  
Mrs N Jeffrey – Assistant Head of Year

### **Year 11**

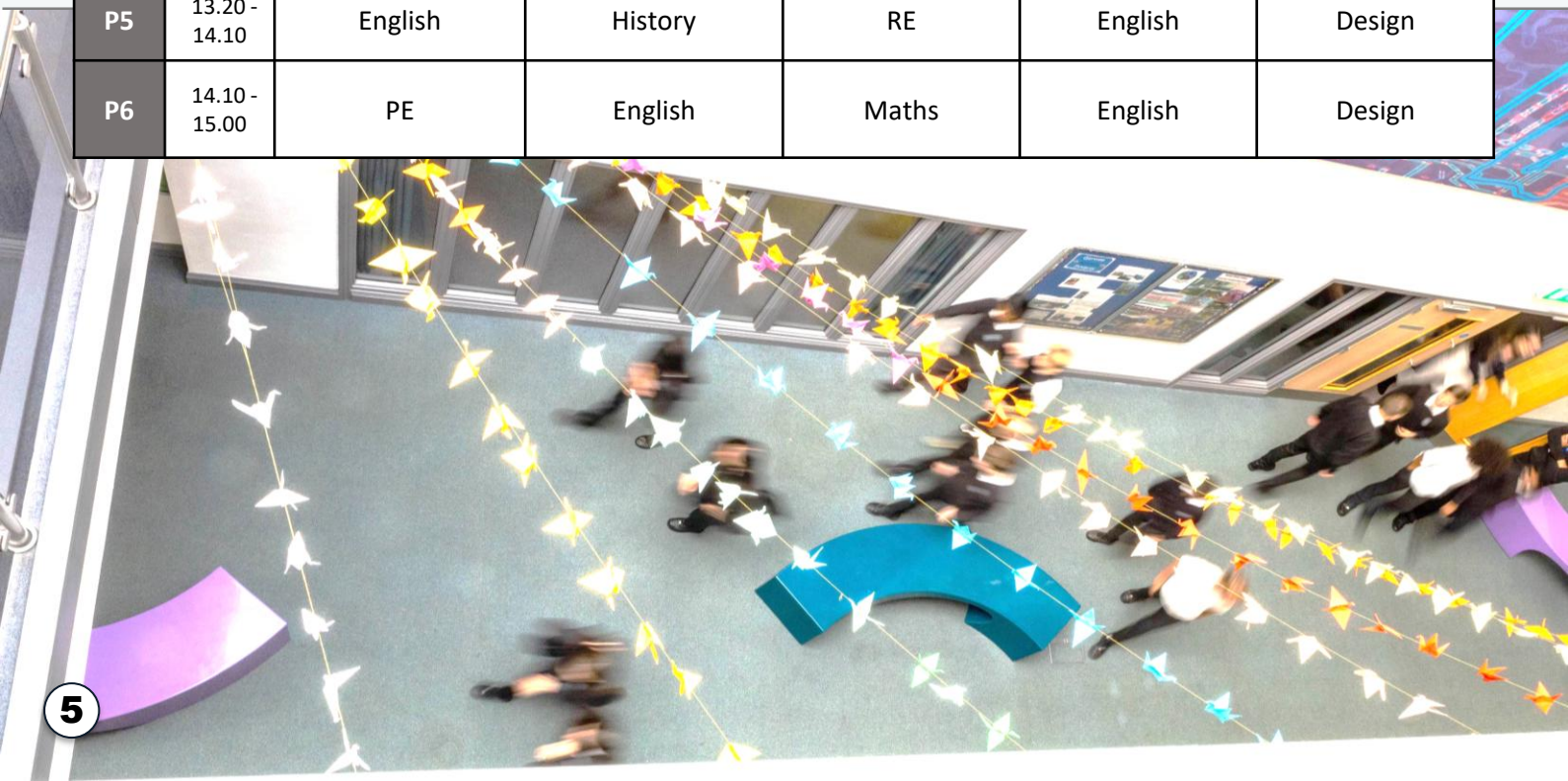
Mrs A Christopher – Head of Year  
Mrs N Cox – Assistant Head of Year

# OUR SCHOOL DAY

Our school opens at 08:20. Students are given time to take their belongings to their lockers and make their way to their designated form room. The morning register is taken at 8.30am.

Below is an example of what a Gartree student's KS3 timetable looks like:

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	08.20 - 08.45	Registration	Registration	Registration	Registration	Registration
P1	08.45 - 09.35	Geography	PE	Science	Music	English
P2	09.35 - 10.25	Maths	PE	Science	PSHE	History
	10.25 - 10.45	Break time	Break time	Break time	Break time	Break time
P3	10.45 - 11.35	Science	Maths	Computing	Geography	Maths
P4	11.35 - 12.25	Science	French	Art	Design	French
	12.25 - 13.15	Lunchbreak	Lunchbreak	Lunchbreak	Lunchbreak	Lunchbreak
P5	13.20 - 14.10	English	History	RE	English	Design
P6	14.10 - 15.00	PE	English	Maths	English	Design



# TERM DATES 2026 - 2027

## Autumn Term 2026

School Opens	Monday 24 <sup>th</sup> August 2026
Half term break	Monday 19 <sup>th</sup> October to Friday 23 <sup>rd</sup> October 2026
School closes	Friday 18 <sup>th</sup> December 2026

## Spring Term 2027

School Opens	Tuesday 5 <sup>th</sup> January 2027
Half term break	Monday 15 <sup>th</sup> February to Friday 19 <sup>th</sup> February 2027
School closes	Friday 19 <sup>th</sup> March 2027

## Spring Term 2027

School Opens	Monday 5 <sup>th</sup> April 2027
Half term break	Monday 31 <sup>st</sup> May to Friday 4 <sup>th</sup> June 2027
School closes	Wednesday 7 <sup>th</sup> July 2027



# TRAVEL TO AND FROM SCHOOL

At Gartree High School, we encourage students to travel to and from school safely, responsibly and respectfully. We ask all families to support us in ensuring journeys to and from school are calm, safe and considerate of our local community.

**Walking:** We encourage students who live locally to walk to school where possible. Students should:

- Use pavements and designated crossing points
- Be respectful to members of the public and local residents
- Arrive to school safely and punctually

**Cycling:** We encourage cycling and other environmentally friendly methods of travel. Secure bike shelters are available on site and are locked during the school day. However, the school cannot accept responsibility for the security of bicycles or the safety of cyclists whilst travelling to and from school.

Students cycling to school are expected to:

- Wear a suitable cycle helmet
- Use working front and rear lights during dark or low-light conditions
- Ride sensibly, safely and considerately at all times
- Follow the Highway Code and local road safety rules
- Dismount when instructed on school grounds or in busy pedestrian areas
- Ensure bicycles are locked securely in the bike shelters

# TRAVEL TO AND FROM SCHOOL

## School Bus

Many students travel to school using the school bus service provided by Beaver Buses.

For routes, timetables and further information, please visit:

[Beaver Buses School Services](#)

Students travelling by bus are expected to:

- Behave respectfully towards drivers, members of the public and other passengers
- Follow instructions from bus staff at all times
- Remain seated where possible and travel safely
- Represent the school positively whilst travelling

## Travel by Car

To help keep students safe and reduce congestion around the school entrance, we ask parents and carers not to drop off or collect students directly on Ridgeway.

Instead, please use nearby drop-off points no closer than Ash Tree Road.

We also ask families to:

- Drive carefully and courteously around the local area
- Avoid blocking driveways or junctions
- Respect our neighbours and local residents
- Allow students to walk the final short distance to school safely where possible
- Parents must not enter or park within the school car park



# ATTENDANCE

Excellent attendance is one of the strongest foundations for academic achievement, personal development, and future success. Every lesson matters. Regular attendance helps students build confidence, maintain friendships, develop routines, and achieve their full potential.

We work in partnership with parents and carers to ensure that all students attend school regularly, arrive on time, and are fully prepared for learning.

## **Why attendance matters**

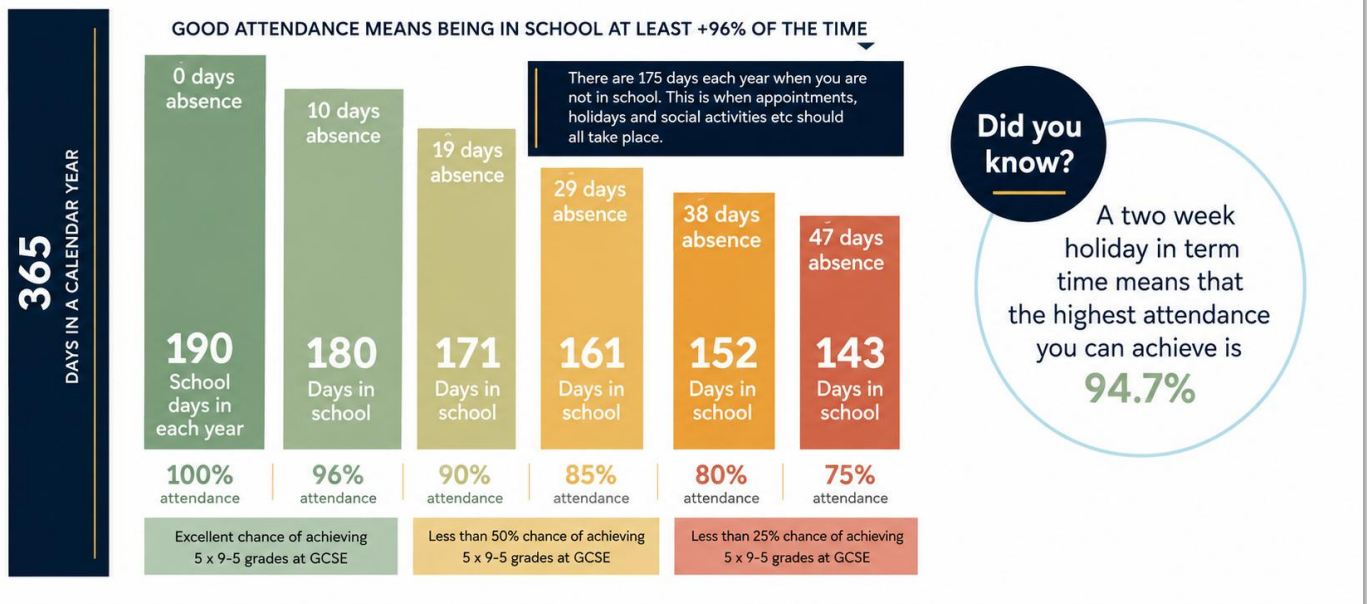
Students who attend school consistently are more likely to:

- Achieve higher grades
- Develop stronger friendships and social skills
- Feel more confident and engaged in learning
- Build positive routines and resilience
- Have better opportunities for further education and employment

Missing lessons can quickly affect learning. Even occasional absences may lead to gaps in knowledge, reduced confidence, and lower achievement.

# ATTENDANCE MATTERS

All students should aim to be in school every day. There is a direct link between attendance and academic achievement.



## What parents/guardians can do

Parents and carers play a vital role in supporting excellent attendance.

You can help by:

- Encouraging positive routines and regular sleep patterns
- Ensuring your child arrives on time every day
- Avoiding appointments during term time where possible
- Contacting the school promptly when your child is absent
- Working with the school if attendance concerns arise

Good attendance is everyone's responsibility. By working together, we can ensure that every student has the best possible opportunity to succeed academically, socially, and personally.



# ILLNESS

Success and achievement in school rely on good attendance throughout the school year. If, however, your child is unable to attend school due to illness, please inform the school of your child's absence via telephone or by using the MCAS app. Do not send your child to school if they are unwell.

If your child becomes ill during the school day, we will contact you via the contact details you provide to the school. Please ensure they are kept up to date. We have a number of trained first-aiders in school who are able to deal with emergency medical concerns. Please do not contact your child via a mobile phone.

# MEDICAL/DENTAL APPOINTMENTS

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the student should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless necessary, in which case the school will need an explanation as to why this is.

If a student must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult and signed out in the 'signing out' App. Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised. No student will be allowed to leave the school site without parental confirmation.



# HEALTH AND MEDICINE IN SCHOOL

If your child has a medical condition, please ensure the school is fully aware of the needs of your child. Should you wish for your child to have medicines administered in school, please complete a consent form, which can be obtained from reception. Please keep the school up-to-date with any health concerns. Your child is allowed to bring medication into school, but all medication, including inhalers, tablets and medicines, must be clearly labelled and handed to the school office for safe keeping. This can then be accessed as required. If your child has an Epi-pen, please ensure a spare is given to the school office in case of emergency.



# EQUIPMENT

Students will need to bring a pencil case to school, containing the following items:

*Two black or blue pens, two pencils, pencil sharpener, rubber, highlighter, glue stick, 30 centimetre ruler, protractor, compass, selection of colouring pencils. A scientific calculator may also be useful.*

# ENRICHMENT

At Gartree, we pride ourselves on the breadth and variety of our enrichment programme.

We offer a wide range of enrichment opportunities for pupils throughout the school year, both inside and outside the classroom.

Opportunities include:

- Lunchtime and afterschool clubs
- School trips
- Residentials
- Educational visits
- Visiting speakers
- Academic extension opportunities
- Whole school or year group enrichment events or days

Our enrichment offer varies throughout the year, so be sure to check the school newsletter, website and our social media for the latest opportunities available to your child.

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# REFRESHMENTS

Gartree operates a cafeteria system at both break time and lunchtime, with a selection of hot and cold food and drinks items available. Students can choose to eat from here, or bring their own packed lunches. All food and drink (other than water) should be consumed in our expansive seating area in the cafeteria.

Gartree also offers a breakfast club for pupils from 08:00am, with a selection of warm and cold breakfast items.

Many students choose to carry a water bottle around school, which can be filled from the water fountains on each floor.

Only water is permitted in bottles in school.

## LUNCHTIME

During their breaks, students have access to the playground, as well as the front field during dry weather.





## **PASTORAL CARE**

Key to a pupil's success in school is our proven support network, which ensures pupils have a happy and successful time at Gartree. Our skilled Pastoral Team is on hand to offer social and emotional support to the pupils in our care. Students are assigned a Form Tutor, and each year-group also has a designated Head of Year and Assistant Head of Year to support to our pupils.

## **SPECIALIST LEARNING NEEDS**

Our Learning Support Department is a dedicated team of teachers and learning support assistants who assist named pupils in lessons to support students to access the curriculum and reinforce learning. The Learning Support team also hold lunchtime homework clubs for students with additional needs who may wish to attend. Please speak to Mrs Collins (SEN-Co) if you have any queries.



# MY CHILD AT SCHOOL APP

Everyone at Gartree benefits from our MCAS app. This is a secure online system which allows you as parents/carers to log-on and access up-to-date information about your child's progress in school. Through a number of screens, you can see at a glance information about your child's timetable, attendance, attainment, behaviour, dinner balance and more.

At Gartree we use an electronic payment system for meals and paying for trips and activities. You can upload money onto your child's account through the MCAS app. This system enables us to provide a cashless system, which can be managed by you as parents.

You will be provided with login details for this app soon after your child has started their first day at Gartree.

## SOCIAL MEDIA

If you wish to follow the latest news and information from Gartree, please follow @GartreeHigh on Instagram and X, Gartree High School on Facebook or visit the school's website at [www.gartree.leics.sch.uk](http://www.gartree.leics.sch.uk).



# HOME STUDY

Homework is an important part of teaching and learning and helps pupils to remember more, practise key skills and develop independence.

The aims of homework at Gartree High School are to:

- ✓ reinforce, consolidate and extend learning from lessons
- ✓ improve long-term retention through retrieval practice and revision
- ✓ develop reading fluency, vocabulary and literacy
- ✓ encourage independent learning habits and self-regulation
- ✓ develop organisation, resilience and time management
- ✓ prepare pupils for future learning and assessments
- ✓ provide opportunities for deliberate practice and application of knowledge
- ✓ support pupils in becoming confident, independent learners

The frequency and volume of homework will vary depending on the subject and year group.

Homework assignments may be set as paper or online tasks and will be recorded on the class Team on MS Teams.

You can check the homework set for your child through the My Child At School (MCAS) app.

To support pupils with meeting homework deadlines, we run an after school homework club (3.00pm-4.00pm) in IT2, Monday to Thursday, where students will have access to computers.

# PE KIT

**Black Gartree polo shirt (Compulsory)**

Most students also buy: **Black Gartree reversible rugby top** or **Black Gartree mid layer top** (for winter activities)

**Plain black loose fitting modest length shorts** (no logos)

or

**Plain black leggings** (no logos)

**Black rugby/football socks** (winter activities)

**White socks** (summer activities)

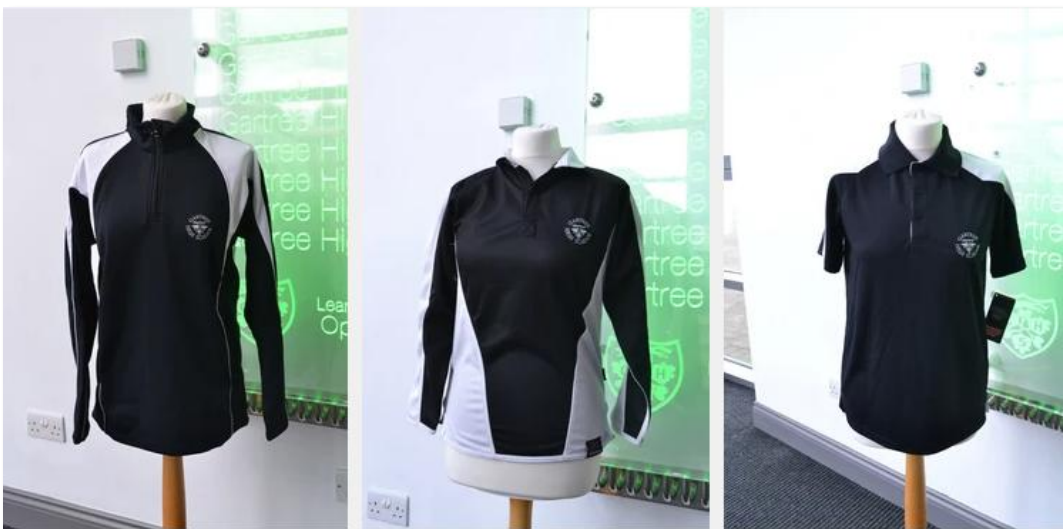
**3G plastic stud boots** (see next page for permitted footwear)

**Non-marking trainers** (indoor activities)

Uniform and PE Kit can be purchased directly from Schoolwear Solutions

**All uniform should be labelled with pupils names.**

Students who wear headscarfs may change into a sports hijab.





# TigerTurf™

## Appropriate Footwear for a TigerTurf 3G Pitch

Use plastic-studded footwear only  
(no metal studs)



Do not use blades, dimpled or flat soled shoes



Footwear should always be clean and in good condition

[www.tigerturf.com](http://www.tigerturf.com)

[UKinfo@tigerturf.com](mailto:UKinfo@tigerturf.com)

01299 253 966

## Schoolwear Solutions

Schoolwear Solutions  
64 London Road Oadby Leicester LE2 5DH

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# BEHAVIOUR EXPECTATIONS

At Gartree High School we believe that excellent behaviour is built on a culture of respect, responsibility and high standards, creating the best possible environment for learning and personal growth.

The following pages set out how we achieve this.

- Our Behaviour Charter outlines the rights of everyone within our school community. Whilst we all have rights, we also have a personal responsibility to uphold them.
- Our standards explicitly show students what excellent behaviour and learning look like.
- Our uniform is crucial to a child's sense of belonging and we ask you to take time to check that your child has the correct uniform and wears it properly.
- Gartree is a mobile phone-free school, with a policy that is transparent, clear and consistent for all.

We know that holding students to high standards is an important part of helping them grow into confident, independent and responsible young people.

We combine warmth, support and encouragement with clear expectations so that every student can aspire to personal excellence in a supportive community.

Please support us as we support your child.

# Gartree High School

## Behaviour Charter

### **The Right to Learn**

Learners are able to learn due to high quality teaching and a positive learning environment.

### **The Right to Teach**

Teachers can teach students who are ready, equipped and motivated to learn.

### **The Right to Feel Safe**

Students and staff promote and create an environment to feel physically and environmentally safe

### **The Right to Be Respected**

Students and staff are respectful to one another and provide a welcoming environment for all



*Aspiring to Personal Excellence in a Supportive Community*



# GARTREE STANDARDS



*Aspiring to personal excellence  
in a supportive community*

## YOU ARE BEHAVING WELL IF:



You are polite, courteous and truthful



You walk around the school quickly and quietly keeping left



You follow staff instructions first time, every time



You arrive to lessons on time and follow classroom routines



You listen in silence whilst the teacher, or others in the class speak



You do not disturb others learning

## YOU ARE LEARNING WELL IF:



You can explain what you are learning, what you are working towards and why it matters in the subject.



You are working hard and independently



You can explain key concepts and vocabulary



You can link prior learning to new learning



You adjust your work quickly when misunderstandings or errors occur



## NON NEGOTIABLES – AUTOMATIC CONSEQUENCES WILL BE GIVEN FOR



Chewing gum



Mobile phones, ear pods and smart watches being seen, heard or used



Full school uniform not being worn correctly without a yellow slip



Swearing, abusive and discriminatory language

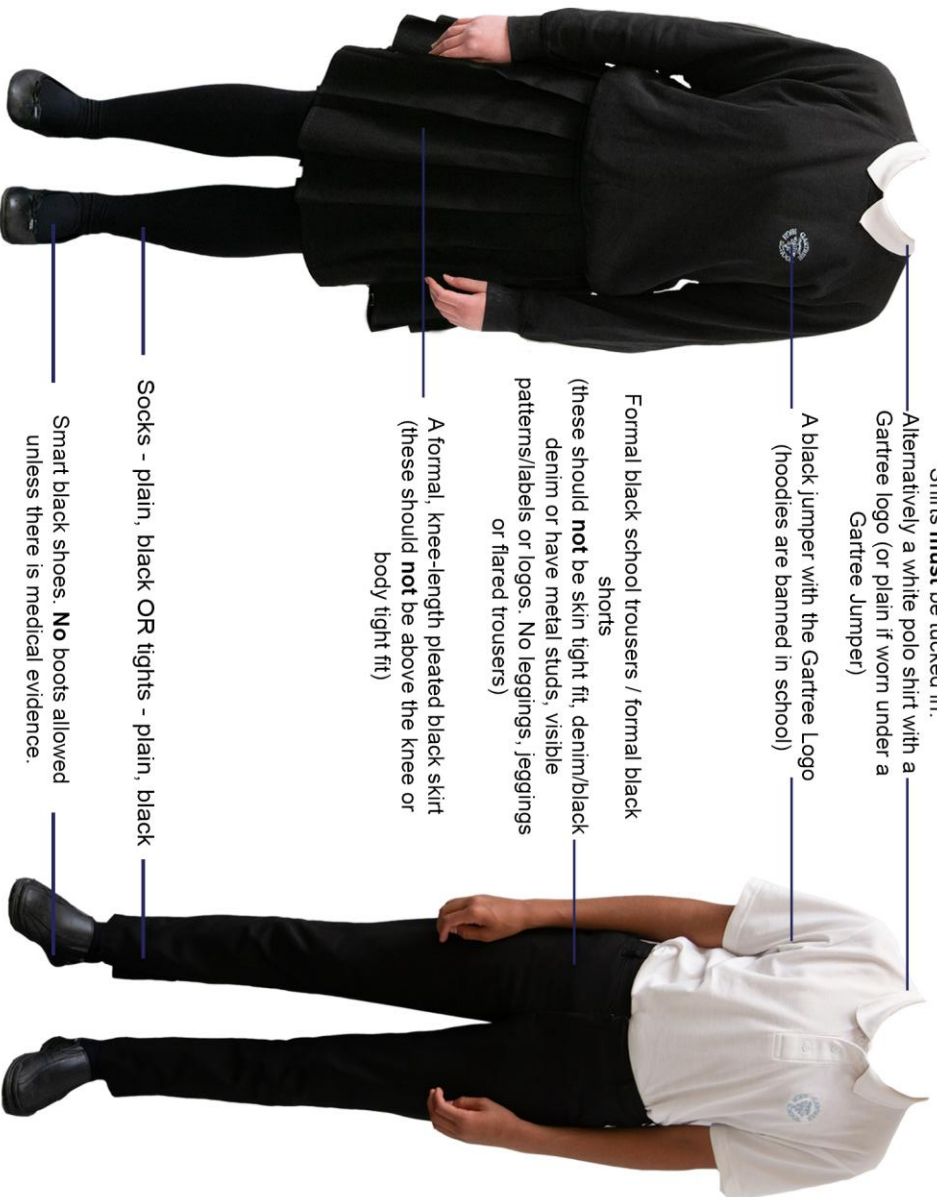


**OUR VALUE:**  
**EVERYONE IS RESPONSIBLE FOR THEIR OWN ACTIONS AND SELF-DISCIPLINE.**

# School Uniform at Gartree

## Key Stage 3

Our uniform is unisex



A white shirt or blouse, with a collar.

Shirts **must** be tucked in.

Alternatively a white polo shirt with a Gartree logo (or plain if worn under a Gartree Jumper)

A black jumper with the Gartree Logo (hoodies are banned in school)

Formal black school trousers / formal black shorts

(these should **not** be skin tight fit, denim/black denim or have metal studs, visible patterns/labels or logos. No leggings, jeggings or flared trousers)

A formal, knee-length pleated black skirt (these should **not** be above the knee or body tight fit)

Socks - plain, black **OR** tights - plain, black

Smart black shoes. **No** boots allowed unless there is medical evidence.

Other:

-Plain black or white headscarves may be worn for religious purposes only

-Students **may not** wear make up

-The only jewellery permitted is a watch, and one pair of ear studs (on each ear). Necklaces, rings and bracelets should **NOT** be worn

-Students should **not** wear nose piercings or smart watches

-False nails or false eye lashes are **not** permitted, and painted nails are **not** permitted

-Extreme hairstyles and unnatural hair colours are **not** acceptable - please check in advance with the school if unsure.

**Consequences** will be put in place for students who fail to comply with our uniform expectations

Items of school uniform can be acquired locally, from Schoolwear Solutions:

64 London Road, Oadby, LE2 5DH

0116 2160665

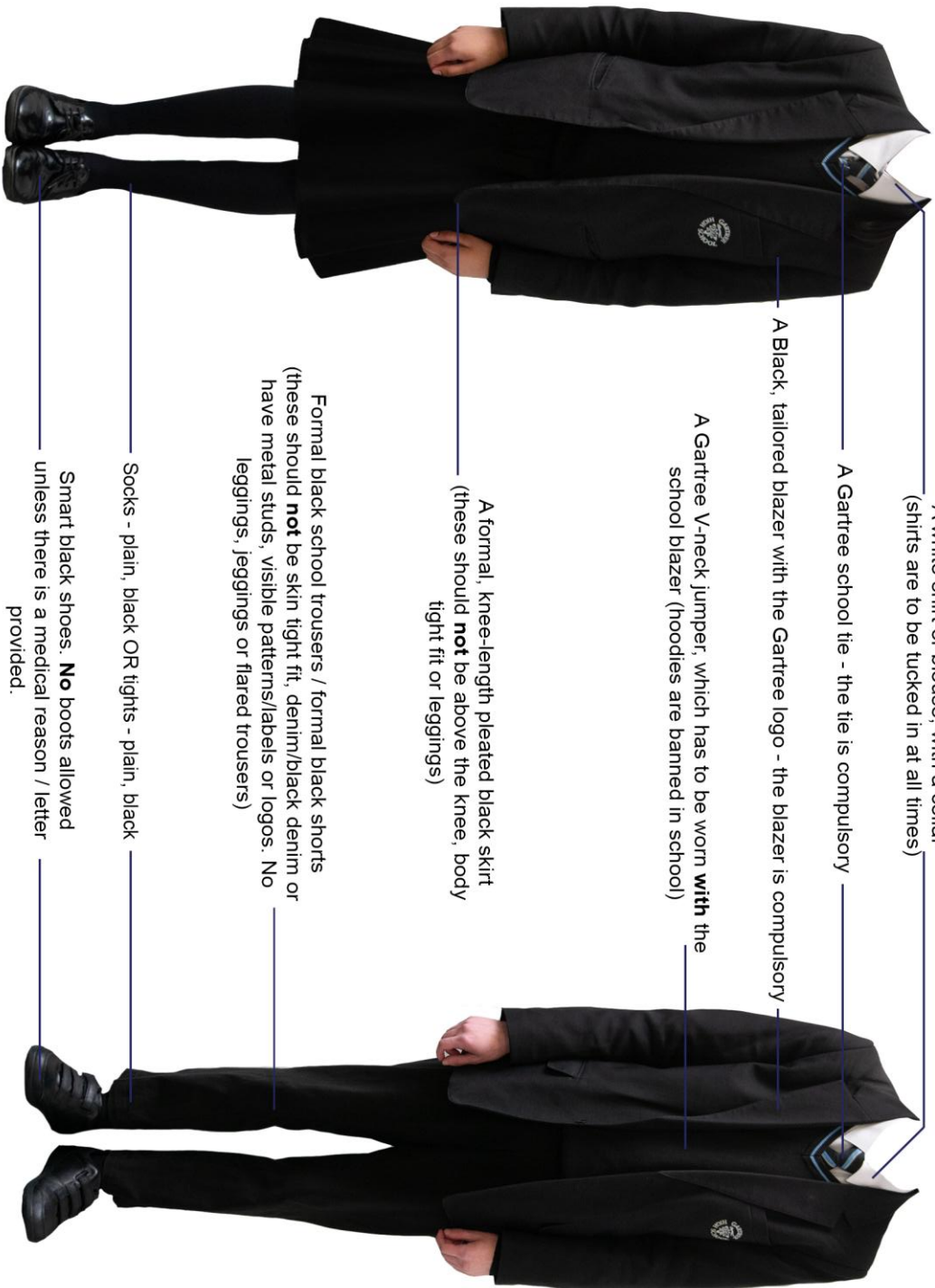
[www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)



# School Uniform at Gartree

## Key Stage 4

Our uniform is unisex



A white shirt or blouse, with a collar  
(shirts are to be tucked in at all times)

A Gartree school tie - the tie is compulsory

A Black, tailored blazer with the Gartree logo - the blazer is compulsory

A Gartree V-neck jumper, which has to be worn **with** the school blazer (hoodies are banned in school)

A formal, knee-length pleated black skirt  
(these should **not** be above the knee, body tight fit or leggings)

Formal black school trousers / formal black shorts  
(these should **not** be skin tight fit, denim/black denim or have metal studs, visible patterns/labels or logos. No leggings, jeggings or flared trousers)

Socks - plain, black OR tights - plain, black

Smart black shoes. **No** boots allowed unless there is a medical reason / letter provided.

Other:  
- Plain black or white headscarves may be worn for religious purposes only

- Students in KS4 **can** wear discreet make-up if they choose to do so

- The only jewellery permitted is a watch, and one pair of ear studs (on each ear). Necklaces, rings and bracelets should **NOT** be worn

- Students should **not** wear nose piercings or 'smart' watches

- False nails or false eye lashes are **not** permitted, and painted nails are **not** permitted

- Extreme hairstyles and unnatural hair colours are **not** acceptable - please check in advance with the school if unsure.

**Consequences** will be put in place for students who fail to comply with our uniform expectations

Items of school uniform can be acquired locally, from Schoolwear Solutions:

64 London Road, Oadby, LE2 5DH

0116 2160665

[www.schoolwearsolutions.com](http://www.schoolwearsolutions.com)



# UNIFORM NOT PERMITTED

## SHOES NOT PERMITTED

Any visible logos, canvas style, boots, coloured trims or anything not all black



1



2



3



4



5



6



7



8

## SHORTS NOT PERMITTED

Sports style, cycling, any logos

## SKIRTS NOT PERMITTED

Mini skirt, tight, bodycon, high split, stretch fabric, Denim, Pockets



9



10



11



12



13



14



15



16



17



18



19

## TROUSERS NOT PERMITTED

Jeggings, Leggings, Skinny fit, Cargo, Joggers, Flares, bootleg trousers

## DIED HAIR NOT PERMITTED

Died hair (unnaturally coloured)



20



21

## MULTIPLE PIERCINGS NOT PERMITTED



22



23

## FALSE NAILS NOT PERMITTED



24

## FALSE EYE LASHES NOT PERMITTED



25

This is not an exhaustive list, but a representation of common uniform misunderstandings.

# Gartree High School is a mobile phone free school

**8:20 am** - Phones will be confiscated from this point, without exception.

### Smart Watches and

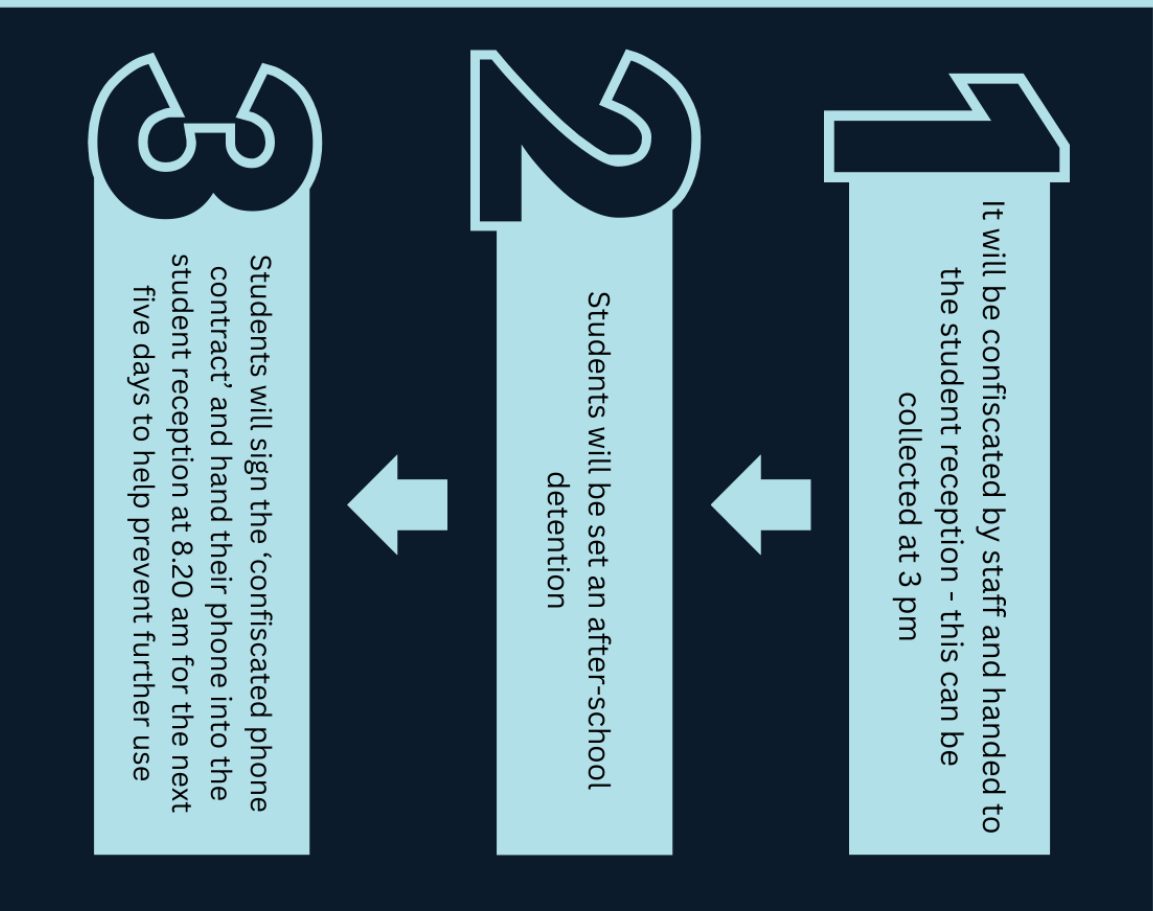
### Headphones /

**Earphones** if these are seen, these will be confiscated **alongside** the mobile phone.

**3:00 pm** - students must wait until they are off site to use their mobile phones



If a phone is seen, heard or known to have been used for any reason...



**1**  
It will be confiscated by staff and handed to the student reception - this can be collected at 3 pm

**2**  
Students will be set an after-school detention

**3**  
Students will sign the 'confiscated phone contract' and hand their phone into the student reception at 8.20 am for the next five days to help prevent further use

### For clarity.

1. "Any reason" includes: texting home, checking the time, checking appointments, checking timetables, using it as a mirror or any other reason. This includes both public and private use. Retrospective sanctions will be used. Contact home can be made via the student reception or pastoral.
2. We do not operate on a "not seen, not used" basis. If a student is using a phone - whether it's under a coat, in a bag, behind a book, in a toilet or elsewhere it still breaches our policy.
3. We are not required to provide evidence such as CCTV, nor should we do this at the expense of spending time supporting within the school. The staff word is final.

# Gartree High School Home School Agreement



## The School

- We aim to develop a school community where we feel happy, secure and valued as individuals.
- We will recognise that pupils have differing and individual needs and adapt work accordingly.
- We will ensure our Code of Behaviour is applied fairly and consistently.
- We will encourage and reward effort and behaviour and celebrate achievement.
- We will nurture the whole child spiritually, morally, socially, culturally, intellectually and physically.
- We will endeavour to offer a broad and challenging, yet accessible curriculum. We will ensure a variety of teaching and learning styles are used.
- We will monitor and evaluate progress and encourage everyone to develop potential.
- We will prepare pupils to become active and responsible global citizens.
- We will listen with respect and respond appropriately to pupils and parents.
- We will encourage links to our wider community.

## The Parent

- See that my child attends school, dressed in correct uniform, on time and is correctly equipped to learn.
- Inform the school of any concerns or problems that might affect my child's work or behaviour.
- Support the values and ethos of Gartree High School.
- Support the school's policies and guidelines for behaviour.
- Give my child opportunities to learn at home and support Gartree's Homework Policy.
- Attend Parents' evenings and any discussions about my child's learning.
- Encourage my child with the correct uniform and ensure that they wear it.
- Engage with school staff in a respectful and constructive manner both verbally and by email.

## The Pupil

- Attend school.
- Wear the correct uniform in line with Gartree's school uniform policy.
- Bring the correct equipment needed for learning every day.
- Take good care of my school environment and equipment and help to keep Gartree litter free.
- Do my best in lessons.
- Behave sensibly in and around the school building.
- Think for myself and take responsibility for my actions.
- Observe all school rules and treat everyone with respect.
- Not have a mobile phone, smart watch or ear pods/headphones visible in school.
- Respect all members of staff.

# HOME SCHOOL COMMUNICATION

## Gartree High School will:

- ✓ Ensure that there is regular, proactive communication about your child's achievement and wellbeing. This will primarily be via the My Child At School app
- ✓ Respond to emails, phone calls or requests for meetings usually within two working days
- ✓ If there is an urgent matter, the school receptionist will ask an appropriate member of staff to deal with the issue as soon as possible
- ✓ Display polite, professional conduct at all times

- All meetings must be pre-arranged. Parents should not visit the school and request a meeting until it is confirmed by both parties. Staff are unable to meet with parents on demand.
- If there is an in-person meeting, everyone must show mutual respect. The meeting will focus on resolving the issues that are relevant to that family or pupil.
- The constraints on school resources make it essential that parents and carers use authorised school procedures in order to avoid diverting time and attention that must be invested directly in pupils' learning and wellbeing.
- If a response has been given to a query, unless matters change, further responses will not be sent.

# HOME SCHOOL COMMUNICATION

## Parents will:

- ensure that any communication with the school, whether by email, telephone or face to face, is polite and respectful
- make use of information channels in place, such as the school website and My Child At School, for keeping up to date with routine information
- give an outline of what the issue is, to make sure the query is directed to the right person
- use the online contact us or main reception telephone number as first point of contact (the school will forward your request to the appropriate staff member)
- ensure your emails are brief and clear
- refrain from sending multiple emails or phone calls regarding the same query
- limit the number of people you send an email about a query
- understand that a teacher or member of staff may be unable to respond on the same day on which a query is made – our priority is teaching
- understand that teachers or other school staff will not respond outside of school hours, i.e., evenings or weekends
- use any school social media channels appropriately and any personal social media in a way that is not defamatory or abusive



Here at Gartree we're proud to help students to achieve personal excellence in a supportive community.

We believe that everyone in our community, staff, students and parents, should always be supportive, polite and respectful.

There is no place for abusive behaviour, threatening language or intimidation towards our staff in person, phone calls, emails or online.

Our staff are instructed to not engage with parents and carers who behave in such a way.

Thank you for your understanding.



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# CONTACT US

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Aspiring to personal  
excellence in a supportive  
community.

