

19th April 2009

Dear Parents / Guardians,

As you may know, school regulations have changed considerably over recent months at a National Level, and may change again after the forthcoming election. In line with the new guidelines, we have pleasure in informing you of the following IES contacts and the school policies that are available for your perusal in the school office.

1) IES CONTACTS

Firstly, as always, we hope that all school issues arising now and in the future, can be discussed amicably with the Leadership Team and ultimately with the Headteacher. I would like to thank you all for your interest and willingness to resolve concerns quickly and efficiently with us, as soon as a challenge or problem arises. If there should be an occasion when a family or even teacher, wishes to take an issue or complaint to a higher level, beyond the Headteacher, then the contacts are as follows:

Mr. Andrew McEwen, Chair of Trustees, andrewmcewen@btinternet.com

An alternative contact would be **Mr. Luis Martinez**, Vice President of IES. He can be contacted at: St. John's School, Broadway, Sidmouth, Devon EX10 8RG Tel 01395 513984 or by contactus@iesedu.com. These email links will reach both contacts throughout the year.

2) Available policies

The following documents are available in the Head's PA's office and / or on the Webpage.

- a) The School's ethos as written in the Mission Statement.
- b) A Complaints procedure and Serious Complaints file.
- c) Staff names and subjects taught at the school along with their main responsibilities.
- d) Particulars of the school's academic performance during the preceding school year (according to the Telegraph Newspaper, we had the third highest average number of GCSE passes per student in Worcestershire in June 2009).
- e) Admissions Policy and Curriculum Policy.

The following policies are also available to promote the general welfare of our students: Safeguarding children; Anti-bullying; Behaviour Management; School Discipline, Educational Visits and Health and Safety. A separate Child Protection policy also exists on our Webpage, www.holytrinity.co.uk.

Yours sincerely,

Graham Hurrell