



Smithdon High School  
Mr S Wilson  
Headteacher  
Downs Road, Hunstanton  
Norfolk PE36 5HY  
Telephone: 01485 534541  
e-mail: [office@smithdonhigh.org.uk](mailto:office@smithdonhigh.org.uk)  
website: [www.smithdonhigh.org.uk](http://www.smithdonhigh.org.uk)

Ref: AGi/LT

23 May 2019

Dear Parent

I am writing to introduce you to the new members of the pastoral team and to inform you of some changes moving forward.

First, I would like to welcome Miss K Bucke and Mrs J Bowyer, who have joined the pastoral team as pastoral managers this half term. Miss Bucke and Mrs Bowyer will be working alongside the pastoral team to deal with all matters related to pastoral and attendance. There are no year groups or key stages allocated to any specific member of the team and all members of the team will be happy to discuss any concerns you may have relating to your child/ren.

Should you wish to email the team to provide any information or regarding concerns, absence updates or attendance queries please email: [pastoralstaff@smithdonhigh.org.uk](mailto:pastoralstaff@smithdonhigh.org.uk). This will automatically redirect the message to all members of the team. The telephone numbers you have been issued previously continue to enable direct contact with the team at any time but please use 01485 536119 specifically to report a pupil absence (the message-leaving system is accessible 24 hours a day).

Secondly I would like to take the opportunity to inform you of some small adjustments to our consequences system from after half term to allow for more direct interventions from subject leaders when departmental behaviour concerns arise. Please see the attached poster for the full consequences steps but to clarify: C2 detentions are now those issued by staff in class and C3 detentions are daily departmental lunchtime detentions, which may be issued if your child has been withdrawn from their lesson to another classroom in the course of a single lesson.

Thank you for your on-going support of the school systems and expectations. Should you have any questions please do not hesitate to contact a member of the pastoral team or myself.

Yours sincerely

**Mrs A Gibbins**  
Deputy Headteacher



# Smithdon Consequences

<b>C1</b>	<b>Staff Verbal Warning</b>
<b>C2</b>	<b>Staff Detention Break/Lunch</b>
<b>C3</b>	<b>Departmental Detention Lunch</b>
<b>C4</b>	<b>One Hour Detention After School</b>
<b>C5</b>	<b>Isolation/Internal Exclusion</b>
<b>C6</b>	<b>Fixed Term Exclusion</b>

Any of the above consequences can be used without prior use of a lesser consequence.