



HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther

Ref: 009

7 September 2023

Dear Parents/Carers,

It has been a pleasure to welcome students back to school to start the new academic year and students have been incredibly positive about the changes to the site and their classrooms which will enhance their experience at school. In addition to these physical changes to the school, this term will see some new school policies come into effect, two of which I will reference in this letter: The Behaviour for Learning Policy and the Communications Policy

During the course of the first few days, each year group will have an assembly led by myself, Mrs Mills (Assistant Headteacher and Behaviour Lead) and Mrs Hone (Associate Assistant Headteacher- Behaviour and Transition), to outline our expectations for upholding and demonstrating the new school values and also to explain the detail of our new Behaviour for Learning policy. A copy of this new policy is attached for your reference; it is quite a lengthy document so you may find it particularly useful to initially familiarise yourself with the appendices as these give a real flavour for how the policy will impact directly on your child. This policy is also supported by a new Anti-Bullying Policy which I will share with you shortly.

The home-school relationship is incredibly important to me and the new Communications Policy, see attached, has been designed to clarify the expectations with regards to communication with the school, simplify the method of contact and outline clear expectations regarding the standard of communication to be expected. Through effective, professional and constructive communication we can work together to get the best possible outcomes for your children.

One of the main changes in the policy is that communication with individual members of staff from parents/carers will all be directed to a central email account: admin@hgs.herts.sch.uk, or via the [contact form](#) on the school website. This will enable all contact to be tracked and routed accordingly. Where parents/carers are engaged with subsequent direct communication with members of staff, it would be helpful if your emails are scheduled to arrive between the hours of 8:00am and 5:00pm.

I am sure you all aware of the impact of access to work emails on phones and personal devices and you will no doubt have seen first-hand how the demands of our jobs creep into our valuable personal time; this simple step will help the staff at our school maintain a healthier work-life balance, which in turn can only be beneficial for the quality of education your children will receive. I thank you in advance for your support with this.



Finally, I'd like to take this opportunity to thank you for sending your child to school fully equipped and wearing the correct uniform. It is important that we maintain the high standards of uniform throughout the academic year and your ongoing support with this is appreciated.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Crowther', with a long horizontal flourish extending to the right.

James Crowther
Headteacher