

# THE SACRED HEART LANGUAGE COLLEGE

Roman Catholic Diocese of Westminster

The High Street, Wealdstone, Harrow, Middlesex, HA3 7AY

Executive Headteacher:  
**Miss Geraldine A. Higgins**



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20<sup>th</sup> April 2021

Dear Parent,

I am delighted to welcome your daughter back to the summer term. This is a time when we can be more hopeful with longer days and the promise of sunshine. Now that our pupils have settled back into their learning patterns after the recent lockdown the push will be for them to challenge themselves to further build upon their hard work to make progress. All staff have been working to identify gaps in knowledge and interventions will be taking place this term and into next year to ensure that every pupil has a strong foundation on which to build.

With the lockdowns I am mindful that some of our usual school procedures did change so I thought it would be helpful to recap a few systems and expectations.

- Home covid tests should be undertaken twice a week and the results registered with the NHS and submitted to school via Microsoft forms. This is a key factor in keeping school open to all pupils so your ongoing support with this is essential. All measures such as regular sanitising, safe distancing, year group bubbles and face coverings remain in place.
- If pupils have any questions or concerns regarding their work they must speak to their teacher in person. This can take place in school where immediate responses can be given. Whilst on remote learning pupils did communicate with staff on line but it is always better to speak directly to their teacher.
- If parents need to communicate with a member of staff they should do so by telephone or via the [enquiries@tshlc.harrow.sch.uk](mailto:enquiries@tshlc.harrow.sch.uk) e mail address. Please mark your email for the attention of the specific member of staff. This is checked each day and will be forwarded to the relevant person.
- If there is an urgent need to contact your daughter or one of her teachers then please telephone the main school office where assistance can be given.
- All subject queries should be directed to your daughter's teacher in the first instance and then to the subject Head of Department.
- If you have a query or concern across subjects or of a pastoral nature, you should communicate with your daughter's Director of Studies. To aid this communication whilst we are making changes to staff e mail addresses we have set up a new email address for each pastoral team. All queries must go to:

[Year7Pastoral@tshlc.harrow.sch.uk](mailto:Year7Pastoral@tshlc.harrow.sch.uk) for Year 7 and Ms Clep and Ms Flynn

[Year8Pastoral@tshlc.harrow.sch.uk](mailto:Year8Pastoral@tshlc.harrow.sch.uk) for Year 8 and Ms Rodrigues

[Year9Pastoral@tshlc.harrow.sch.uk](mailto:Year9Pastoral@tshlc.harrow.sch.uk) for Year 9 and Ms McCarthy

[Year10Pastoral@tshlc.harrow.sch.uk](mailto:Year10Pastoral@tshlc.harrow.sch.uk) for Year 10 and Ms Capp

[Year11Pastoral@tshlc.harrow.sch.uk](mailto:Year11Pastoral@tshlc.harrow.sch.uk) for Year 11 and Ms Moran

E mails to the previous addresses may go unanswered.



- Please be aware that all of our Directors of Studies are also class teachers and therefore will not be able to respond immediately as they may be teaching or dealing with a pupil matter in school. They will endeavour to send an acknowledgment by the end of the next working day and then communicate with you once further action has been taken if it is required. If any matter is urgent and requires immediate attention then please telephone the school office.
- Please be mindful that staff are not expected monitor or respond to emails beyond their working day in school. We fully understand that it may fit parental work patterns to send e mails late in the evening or at weekends but please be aware that these will not be responded to until the normal working day.
- Pupils should not use their mobile phones in school unless they have been specifically advised by a member of staff to do so. Our expectation remains in place that these should be switched off and placed in lockers throughout the day. If pupils do not follow these rules it can lead to a lot of time being taken from our core purpose of teaching and learning when dealing with the upset that the misuse of mobile phones can cause.
- During lockdown a number of pupils have outgrown parts of their uniform or footwear. As pupils were not in school some also took the opportunity to undertake home hair styling that is not in keeping with our uniform expectations. Now that shops have re-opened I would ask for your support in getting pupils back on track with the high standards and expectations that they set for themselves.
- The last year has been very pressured for so many. I know that many of our school community have experienced loss, illness and worry. We will endeavour to continue to support your daughter throughout this time and to work in partnership with you. As always, I would ask that this is in a mutually respectful way and that all communication be in a calm, respectful and professional manner. This is always a strength of our school but there have been a few isolated incidences where this has not been the case. Whilst I fully understand the anxieties that some may have rudeness towards staff will not be tolerated. We are bound together by our shared purpose to ensure that all of our pupils can grow and flourish and that our work is firmly rooted in the Gospel values.

You will shortly receive a brief survey regarding your daughter's learning. We made a significant number of changes this year to ensure that all can remain safe and well. We are now reviewing these procedures to finalise planning for next September and would value your views as well as that of our pupils and staff. Therefore, I would be grateful if you could take some time to complete it.

As I look to the school and hear the vibrancy that or pupils bring I again would like to say how proud I am of their achievements. They have continued to show great resilience and strength which is to be celebrated.

Very best wishes for the summer term,

Yours sincerely



Geraldine A. Higgins  
Executive Headteacher