



Dear Parent / Carer,

I would like to take the opportunity to share with you some ways in which we utilise electronic communication:

- * **Key information**, such as term dates or forthcoming events, is located on the website (www.bridgewaterhigh.org) and the Bridgewater High School app (invites should have reached you already – please feel free to contact me if not).
- * **Notifications** from school, for example reminders about non-uniform days, are made via the Bridgewater High School app (an email will be sent instead for those who do not have the app) but obviously any vital information will still be sent in a paper letter and email (copies of which will be on the website and app also).
- * **Homeworks** are all to be found on Show My Homework (website and its own app). Your son/daughter should have brought home information about how to log on to Show My Homework. If you need further copies then contact me.
- * **Timetables** will have been handed out as paper copies at the start of the year but Show My Homework allows pupil/parental access to timetables for familiarisation at home. We would also recommend pupils print extra copies at home in case theirs should go missing.
- * **Contact from our staff** e.g. short praise or concerns, will often be sent via email or phone. Please ensure these details are correct (they can be amended via the app in My Profile).
- * **Contact to our staff** can be sent via email (all staff use the format *initial.surname@bridgewaterhigh.com*, with mine for example being *t.eden@bridgewaterhigh.com* - staff emails are listed on our website under About Us: Staff), by phone or a letter to the school. Notes for staff, e.g. regarding a pupil having to leave early for an appointment or about a temporary uniform issue, can still be passed on as signed written notes.
- * **Pupil email addresses** are also in place and are our recommended method for pupils to communicate with teachers (they can also send messages via Show My Homework). Their email address is their usual school log-in (e.g. 19smithj) followed by @bridgewaterhigh.com – example = *19smithj@bridgewaterhigh.com*. To get started, pupils simply need to either visit www.office.com and click Sign In. They should then log in using the email address mentioned above (e.g. 15smithj@bridgewaterhigh.com) and their usual password used when logging into our school network.
- * **All pupils can also access Office 365 online and also download copies to their own PCs/Macs/Laptops**. This is not only where pupils will access their email account (as above) but also provides access to other online Office software, including the opportunity to save their work online (within OneDrive). Pupils can download and install up to five copies each of Office 365 for use during their duration as a Bridgewater student.

We do hope you share our excitement about our technologically-based systems of communication which (a) help prepare pupils for the modern workplace, (b) are environmentally sound, (c) save on needless costs and (d) are representative of a general move in society towards electronic communication.

May I wish you all the best of luck for your child's progress through not only Y7 but their future years beyond at Bridgewater High.

T.M. Eden - Assistant Headteacher



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