



HEDINGHAM SCHOOL
AND SIXTH FORM



School Communications

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- Email is probably the most common method of communication
- All staff emails are in the same format
 - E.g. John Smith is hed.smithj@hedingham.essex.sch.uk
- First port of call is the form tutor, or Head of Year
- We aim to respond by the end of the next working day, this could be in the form of an acknowledgement or holding email
- If you do not know who it is you need to speak to, or don't have their email, then email general enquiries
 - enquiries@hedingham.essex.sch.uk



HEDINGHAM SCHOOL AND SIXTH FORM



- There will be a face to face parents' evening every year
- We have a booking system online that you log on to
- Some subjects are in very high demand!
- We're working to spread staff out, but in some subject areas (E.g. Music) this is not possible



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HEDINGHAM SCHOOL AND SIXTH FORM



- Arbor is our Management Information System (MIS)
- There is a parent app that you can download
- Mr Daniels will explain more in his session!



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- Twice a year you will receive a progress report
- We do not publish full written reports in the way you would receive at Primary school.
- We are evolving this system to give more relevant information and targets to improve



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Name:		Form:		Attendance:	100%	Report Date: March 2026
House Points:	48	Behaviour Points:	6	Lesson Lates:	8	

Subject	Minimum Expected Grade	Working Towards	Classwork	Behaviour	Homework
GCSE English Language	4	4+	Mostly	Mostly	Mostly
GCSE English Literature	5	4+	Mostly	Mostly	Mostly
GCSE Maths	4	4+	Mostly	Mostly	Mostly
GCSE Combined Science	4-4	5-5	Always	Always	Rarely
GCSE History	3	4	Always	Always	Always
GCSE Art	5	8	Always	Always	Mostly
GCSE Food	5	5	Always	Mostly	Sometimes
CNAT Sports Studies	L2M	L2M-	Mostly	Mostly	Sometimes



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Report Key

	Classwork	Behaviour	Homework
Always	Consistently engages in lessons, completes classwork to a high standard and responds positively to feedback in every lesson.	Consistently follows instructions, remains focused and contributes positively to the learning environment in every lesson.	Homework is completed on time and to a good standard for every task set.
Mostly	Engages well in lessons, completes classwork to an appropriate standard and responds to feedback positively in most lessons.	Behaves well in lessons, follows instructions and remains focused for most of the time.	Homework is completed on time and to an appropriate standard in most cases.
Sometimes	Engagement and completion of classwork varies between lessons or tasks and is not yet consistent.	Behaviour varies between lessons; expectations are sometimes met but reminders are often required.	Homework completion is inconsistent, with some tasks missed, late or completed with limited effort.
Rarely	Seldom engages in lessons and rarely completes classwork to an acceptable standard without significant intervention.	Rarely meets behaviour expectations and frequently requires intervention to remain focused.	Homework is rarely completed or is often submitted late and with limited effort.
Never	Engagement with classwork has not been demonstrated during the reporting period.	Positive behaviour expectations have not been demonstrated during the reporting period.	Homework has not been completed to any sort of acceptable standard or has not been submitted during the reporting period.
Absent	The student has been absent from too many internal assessments and/or lessons to be able to make an appropriate judgement about progress/attitude.		
Not required/ not enrolled	The student has either just joined or has just been removed from a particular subject so therefore either a judgement is no longer required or a judgement cannot be made at this point in time. In the instance of Homework, this subject has not yet been part of the homework rotation and has therefore not been set any in this subject yet.		



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- Twice a year you will receive a progress report
- We do not publish full written reports in the way you would receive at Primary school.
- We are evolving this system to give more relevant information and targets to improve
- We also send out attendance reports, and some students may have individualized reports to monitor key aspects of their school conduct



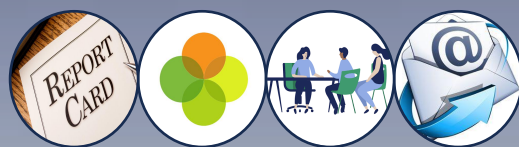
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- We have social media accounts and regularly post updated on Instagram and Facebook relating to school events and activities
- Often trip updates will be shared via social media
- Mr Daniels has an attendance Podcast (and soon to be Vlog!)



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HEDINGHAM SCHOOL AND SIXTH FORM



- All students will have their own personal planner
- All key information will be stored in here, and students must ensure they have it on them at all times
- Homework, house points, uniform infractions, permission to leave lessons etc is all kept in here
- Most importantly....their timetable!
- This is a great place for you to record notes for teachers/form tutor or to convey messages



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- This is where you top money up for school dinners!
- Also trips, visits etc (gone are the days of bringing cheques in)
- There is once again an app and you can log on and update as and when necessary
- You will be emailed log in details once your child's Arbor account is set up



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- We will also call!
- We aim to make positive phone calls too, so the school ringing isn't necessarily a bad thing
- Text messages may be sent about school closures or other urgent notices



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- Mr Finch writes a fortnightly newsletter
- Great to follow all the successes and activities students are up to
- Upcoming events are advertised
- Useful links to resources to help support your child



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HEDINGHAM SCHOOL AND SIXTH FORM

Form Tutor or Enquiries

e.g. Mr John Smith
Hed.smithj@hedingham.essex.sch.uk

If you need the contact details of a particular class teacher or Head of Department
enquiries@hedingham.essex.sch.uk



Head of Year/Pastoral Team

Mrs Webb – Head of Year
Hed.webbv@hedingham.essex.sch.uk

Ms Drew – hed.drewh@hedingham.essex.sch.uk
Mrs Rowe – hed.rowes@hedingham.essex.sch.uk

Miss Joslin – hed.joslinh@hedingham.essex.sch.uk
Mrs Bolton – hed.boltond@hedingham.essex.sch.uk
Mrs Runtle – hed.runtlec@hedingham.essex.sch.uk



Senior Pastoral Contacts

Ms Dunne
SENCo

Mr Nash
Assistant Headteacher – Behaviour & Safeguarding

Mr Pearson
Assistant Headteacher – Pupil Premium & Inclusion



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