

What to do if...

My child needs medication dispensed during the school day.	If your child needs medication, please bring it to the reception stating when it is to be issued, child's name, and year group in addition to writing a note in your child's planner. No child is allowed to carry medication.															
I would like to apply for Free School Meals for my child.	Free School Meals can be applied for via: https://www.gov.uk/apply-free-school-meals															
My child is unsure where to find their set homework.	Students' homework will be set online, for further information please use the following link: https://www.johnwhitgift.org.uk/home-learning-for-students/															
My child needs to report 'Unkind words/actions'.	Students must ask staff for the blue 'Be Kind Cards' should they wish to report any incidents. The card should then be passed to any member of staff wearing a Hi-Viz jacket or their tutor.															
I would like to discuss special needs provision for my child.	Please compose an email to the SENCO – Special Educational Needs and Disabilities Coordinator: sowerbyn@johnwhitgift.org.uk															
I would like to pass on thanks/praise or make a complaint.	Please compose an email to: info@johnwhitgift.org.uk															
I need to contact my child's learning manager.	General enquiries or call back requests, please contact Learning Manager Administrator – Mr A Middlemiss middlemissa@johnwhitgift.org.uk <table border="1" data-bbox="488 965 1485 1178"> <tr> <td>Year 7</td> <td>Mr A Watson</td> <td>watsona2@johnwhitgift.org.uk</td> </tr> <tr> <td>Year 8</td> <td>Mrs Taylor-Moore</td> <td>taylor-moorek@johnwhitgift.org.uk</td> </tr> <tr> <td>Year 9</td> <td>Ms K Sargeant</td> <td>sargeantk@johnwhitgift.org.uk</td> </tr> <tr> <td>Year 10</td> <td>Mrs A Winn</td> <td>winna2@johnwhitgift.org.uk</td> </tr> <tr> <td>Year 11</td> <td>Miss T Parker</td> <td>parkert5@johnwhitgift.org.uk</td> </tr> </table>	Year 7	Mr A Watson	watsona2@johnwhitgift.org.uk	Year 8	Mrs Taylor-Moore	taylor-moorek@johnwhitgift.org.uk	Year 9	Ms K Sargeant	sargeantk@johnwhitgift.org.uk	Year 10	Mrs A Winn	winna2@johnwhitgift.org.uk	Year 11	Miss T Parker	parkert5@johnwhitgift.org.uk
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I would like support for my child outside of school time.	Alternatively, please write a note in your child's planner (signed and dated). There are several support networks outside of school for parents and students to use in relation to Pastoral Care: Kooth – https://www.kooth.com/ (Online mental wellbeing support) Safer Schools App – https://oursaferschools.co.uk (Safeguarding support for the online/digital world) School Nurse – 07507331620 NELC Local Offer – https://sendlocaloffer.nelincs.gov.uk															
My child is absent from school.	Parents/Carers must contact the school to notify the attendance team of their child's absence. This can be done by calling attendance (01472 311080), emailing (attendance@johnwhitgift.org.uk) or via the My Child at School app.															
My child is going to be late to school.	Parents/Carers must contact the school prior to your child arriving – using the same contact details above.															
My child has an appointment and needs to leave site before 2:30pm.	Parents/Carers must provide the school with medical evidence of any appointment (prior to the appointment day) by bringing in a copy of the appointment card or emailing a copy to attendance@johnwhitgift.org.uk															
My child needs a toilet pass for medical reasons.	Parents/Carers must fill out a toilet pass request form available from the academy's main reception in addition to providing medical evidence. Alternatively, please contact williamsa4@johnwhitgift.org.uk															
I would like to review my child's progress report.	Your child's progress report can be accessed via the My Child at School app.															
I would like to view my child's progress report.	Parents/Carers must fill out a meeting request form available from the academy's main reception. Please respect staff are not always available the same day.															
My child has a detention.	Detentions are never cancelled. Should your child be absent on the day of their detention please be aware it will be rolled over to the next day.															