

Communication Protocol

Here at Todmorden High School we understand that we may not see you picking your child up every day, but please be assured that we will stay in regular contact with you via the methods below.

School contacting home

Letter posted home
Letter sent via a student
Text message
Phone call home
Message in journal
Website

Please ensure that you notify the school if you have any changes to your contact details (address, phone number, e-mail).

You can do so by emailing admin@todhigh.co.uk or filling in the form on our Contact page of the website. Alternatively you can call 01706813558 and inform us of these changes via the telephone.

School contacting groups of parents

This applies to a communication that is sent to a whole form/year group/school (where information is not sensitive)

Letter sent home via a student
Text sent home to notify you of a letter
Letter posted on website in 'Parents' section

School contacting individual parents

If your child is absent
If your child has received an SLT detention
If your child has been put on a Journal Report Detention
If your child has been put into seclusion
If your child has been given a fixed term exclusion
If your child is unwell
If we have a specific concern about your child

Parents contacting school

Who to contact:

Reception: 01706 813558
Student absence line: 01706811850

Everyday issues– Form Tutor
Persistent/Serious issues– Learning Manager
Safeguarding– Mrs Pickles or Mrs Rawlinson
Regarding a specific subject– Head of Faculty

If you e-mail or leave a message for a member of staff who is unavailable, they will contact you within 5 working days.

Journal

Your child's journal is used as a tool for communication between school and home. Teachers will make use of the journal to note rewards and sanctions. Students will use this to record their homework. Please check and sign this journal weekly. The journal contains a wealth of information about school life.

Website

You can use the website to find out a lot of information regarding the school including;

Letters
News
Calendar
School policies
Canteen
Emergency closures
...and much more!

Visit our website at: www.todhigh.co.uk