

# QUEEN ELIZABETH'S GRAMMAR SCHOOL

The Green Road, Ashbourne, Derbyshire DE6 1EP

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Headteacher: Mr S Garrity

Chair of Local Academy Committee: Mrs H Baker



20<sup>th</sup> March 2019

Dear Parents and Carers

## Safeguarding and Sixth Form Information

We have made some changes to our Safeguarding responsibilities in school, also I thought it helpful to clarify points of contact for pastoral matters, including Sixth Form.

Mr Atkins, Deputy Headteacher (maternity) has now taken on the role of Designated Safeguarding Lead (DSL) for the school. In addition to Mr Atkins, we also have a team of highly trained (Level 3) staff who are able to deal with Safeguarding matters, see below:

- Designated Safeguarding Lead – Mr Atkins
- Deputy Safeguarding Leads – Mr Bawden, Mr Bembridge, Miss Brown, Mr Drake and Mr Hallam
- Safeguarding Support – Miss Beadsmoore and Mrs Howson
- Sixth Form Safeguarding – Miss Allen and Miss Fletcher
- Online Safety Co-ordinator & CEOP Ambassador – Mr Illsley
- Family Support Worker – Mr Drake

Progress Leaders will remain the preferred point of contact for queries and initial concerns. However, if unavailable please ask for one of the staff listed above.

Whilst Mr Atkins is fulfilling the role of school Deputy Headteacher (maternity), he also retains the overall responsibility and leadership of the Sixth Form, there is a support team in place in addition to the teaching staff:

- Miss Fletcher – Sixth Form Admin and Pastoral Support – all initial enquiries around attendance and general queries should be made through Miss Fletcher or Mrs Smith
- Mrs Smith – Sixth Form Admin (Monday and Tuesday only)
- Mrs Tresidder – EPQ Tutor and KS5 Academic Learning Mentor
- Mrs Allen – Head of Sociology and Psychology, also supporting all Sixth Form pastoral matters, leading the Futures Award
- Ms Morgan – Leader of Employability, with overall responsibility for EPQ and Sixth Form matters in Mr Atkins' absence

All of the Sixth Form team are able to deal with enquiries relating to pastoral and academic matters and will ensure that any queries are directed to the right people and followed up.

Pastoral care and safeguarding matters are of the utmost importance to us at QEGS. Equally we appreciate that communication is key and also receiving a response from staff in a reasonable time frame. We have recently updated

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our Home/Academy Communication Protocol, trying to balance realistic time frames around teaching and workload demands, please see attached.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Garrity', with a long horizontal stroke extending to the right.

Mr S Garrity  
**Headteacher**