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**BRADFORD GIRLS'
GRAMMAR SCHOOL**

Bradford Girls' Grammar School
Squire Lane, Bradford, BD9 6RB

office@bggs.bdat-academies.org
01274 545395

Dear parent/carers,

At Bradford Girls' Grammar School we like to work closely with our parents/carers to be able to best support our girls. To allow for all our girls to have the best support and education we do have some expectations around communication with staff within the school.

We encourage all parents/carers to contact school by calling 01274 545395 or emailing office@bggs.bdat-academies.org to discuss any concerns or queries you may have. Please be advised that when you are requesting a call back from a member of staff, we operate on a 48 hour call back time, as you can imagine all our staff are busy teaching and planning lesson, as well as having onsite meetings and duties.

All meetings with a member of staff must be pre -arranged so that we can ensure that the person you are wanting to meet with is available when you arrive, to arrange a meeting please either call the school number or send an email to the email address above. Any parent/carers who arrive to school site without a prebooked meeting will be asked to leave their contact details so that the person they wish to meet with can arrange a meeting at a suitable time for all involved. If you have not pre-arranged the meeting, then you will be asked to return once a meeting has been arranged.

If you wish to report an absence please call the school number and press option 1 for the attendance team, this may go to the answer phone, if this is the case please leave a clear message stating your daughters full name and form and any reason for absence, alternatively you can contact the attendance team on attendance@bggs.bdat-academies.org. If you need to collect your daughter for an appointment throughout the school day, please be advised the school site is closed to visitors between 11- 11.30 am and 1.20 – 2.15pm, so we encourage you to arrange pick up before and after these times.

We wish to take this opportunity to thank you all for your support with working with Bradford Girls' Grammar School.

Yours sincerely

Caroline Foster

Headteacher