



ASPIRE • SUCCEED • LEAD

**BRADFORD GIRLS'  
GRAMMAR SCHOOL**

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

office@bggs.bdat-academies.org  
01274 545395

Dear Parents and Carers,

We would like to remind you of our procedures regarding school site access, reception availability, telephone calls, and appointments, which help us to ensure the smooth and safe running of the school day.

### **Reception Closure Times**

Please note that the school site and main reception will be closed during the following times each day:

- **10:55am – 11:25am**
- **1:15pm – 2:20pm**

During these times, the gates and phone lines will not be answered.

Any student collections for medical appointments must take place before or after these times, and proof of the medical appointment must be shown upon arrival.

### **Telephone Calls and Call Backs**

The school operates a 48-hour call-back policy for any call requests. Please allow 48 hours before contacting the school to follow up on a requested call back.

### **Meetings with Staff**

All meetings with staff must be pre-booked. If you arrive on site without a prior appointment and request to speak to a member of staff, you will be asked to leave and arrange a suitable appointment in advance.

### **Letter Requests**

Any requests for letters will require 48 hours' notice. Same-day requests cannot be accommodated.

### **Reporting Student Absence**

To report a student absence, please:

- Call 01274 545395 and select Option 1 for the attendance line.
- If the call goes to voicemail, please leave a clear message.

If you call through to main reception, you will be transferred to the attendance line to leave a voicemail.



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If you are unable to get through to reception, please leave a clear voicemail requesting a call back, including:

- Your child's name
- The reason for the call
- Your best contact number

You can also contact Bradford Girls' Grammar School on the following email [office@bggs.bdat-academies.org](mailto:office@bggs.bdat-academies.org).

Thank you for your continued support and cooperation in helping us maintain a safe, calm, and organised school environment.

Yours sincerely,

Bradford Girls' Grammar School

