



# FIVE ACRES HIGH SCHOOL

AMBITION – CONFIDENCE – CREATIVITY – RESPECT – DETERMINATION



Dear Parent/Carer,

We want to provide the best means of contact and communication between yourselves and the school should you have any queries relating to your child's experience at Five Acres High School. The information below is a guide to how to make contact direct with the teachers and departments who can help.

## General enquiry

If you have a pastoral concern, please email your child's tutor in the first instance. They will then be able to contact either by reply email or through a telephone call (usually between 3pm and 4pm). All staff emails use the same format – first initial and surname followed by @5acreshighschool.co.uk For example, John Smith would be [jsmith@5acreshighschool.co.uk](mailto:jsmith@5acreshighschool.co.uk).

## Homework

If you have a query regarding Maths, English or Science homework, you can email your child's teacher direct using that same email address format. A list of staff email addresses has been provided and is available on our school website

## Detentions

If you have a query regarding the reason for your child receiving a detention, please email [detentions@5acreshighschool.co.uk](mailto:detentions@5acreshighschool.co.uk)

## AP

If you have received a text notifying you that your child has been asked to attend our Alternative Provision (AP), please wait for the member of staff who made the referral to contact to explain the reasons for the referral. Due to teaching commitments throughout the day, please note that this may not happen until 3pm.

## Reporting your child absent

To report your child's absence please dial 01594 832263 and select Option 1

If your child has a medical appointment, please dial 01594 832263 and select Option 1. To help us verify the absence we ask that you provide an appointment letter/card which can be photocopied, or provide photos/screenshots of appointment times via email to [attendance@5acreshighschool.co.uk](mailto:attendance@5acreshighschool.co.uk)

## Safeguarding

To contact our Safeguarding Team, please dial 01594 832263 and select Option 4.



#BEMOREFIVE

Headteacher Simon Phelps

Five Acres Coleford Gloucestershire GL16 7QW

tel: 01594 832263 email: [admin@5acreshighschool.co.uk](mailto:admin@5acreshighschool.co.uk)

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School of  
CHARACTER