

Bullers Wood School for Girls & Sixth Form

St Nicolas Lane, Logs Hill, Chislehurst, Kent. BR7 5LJ

Tel: 020 8467 2280 Email: office@bwsgirls.org Website: www.bwsgirls.org

Headteacher: Mr Simon Hardwick



1st September 2026

Dear Parents and Carers

Re: Contacting the School – Year 7

When contacting school, we ask that in most cases you use email rather than telephone and follow the guidelines shown below.

Reporting student absence:

All absences should be reported using the **School Gateway App**. The attendance facility enables you to notify us on the day of an absence. You are also able to view percentage attendance and can explain through the app any reasons for earlier absences that we believe to be unexplained. The process is explained in more detail through videos on the [School Gateway](https://www.bwsgirls.org/school-gateway) website.

On the rare occasion you are unable to access the **School Gateway App**, please email the school office to report your child's absence: office@BWSG.lumero.org. Our policy remains the same in that we ask you to notify school by **8:30am** on each and every day of absence.

Request for Leave of Absence:

Should you need to request a leave of absence from school for your child, you need to complete a 'Request for Leave of Absence from School' form which is available on our website: [Attendance and Punctuality](#). **Requests by email will not be accepted. Your completed form should be sent to your child's Head of Year, Mrs Foley-Willis (sfoleywillis@BWSG.lumero.org).**

General pastoral or school related queries:

In the first instance please email your child's form tutor and they will aim to respond to you within two working days.

- 7AN** Ms Boardman (jboardman@BWSG.lumero.org)
- 7BL** Mr Lennard (slennard@BWSG.lumero.org) and
Mrs Bannister (tbannister@BWSG.lumero.org)
- 7GT** Mrs Shapcott (cshapcott@BWSG.lumero.org) and
Mrs Mihaylova (emihaylova@BWSG.lumero.org)
- 7LV** Miss O'Hanlon (rohanlon@BWSG.lumero.org)
- 7PK** Mrs Bannister (tbannister@BWSG.lumero.org) and
Mrs L Clark (lclark@BWSG.lumero.org)
- 7SE** Mrs Akil (aakil@BWSG.lumero.org)
- 7SG** Miss Acheampong (acheampong@BWSG.lumero.org)
- 7WT** Dr Short (eshort@BWSG.lumero.org) and
Miss Lymer (elymer@BWSG.lumero.org)

q u o d p o t e s t e n t a

Pastoral Concerns:

Head of Year 7	Pastoral Support Manager	Assistant Headteacher
Mrs Foley-Willis sfoleywillis@BWSG.lumero.org	Mrs Williams swilliams@BWSG.lumero.org	Miss Gater cgater@BWSG.lumero.org

Other Staff Contacts:

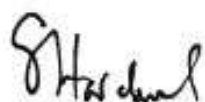
Role	Staff Member	Email
Exams Officer	Mrs Budds	gbudds@BWSG.lumero.org
First Aid Officer	Ms Onchere	donchere@BWSG.lumero.org
General Queries	-	office@BWSG.lumero.org
PA to the Headteacher & Office Manager	Mrs Berry	hberry@BWSG.lumero.org
Safeguarding	Mrs German (DSL) Mrs Hemmings (Deputy DSL)	mgerman@BWSG.lumero.org mhemmings@BWSG.lumero.org
SEND	Ms Salih	Communication Form
Sixth Form	-	sixthform@BWSG.lumero.org
Trips & Visits Co-ordinator	Mrs Johnson	sjohnson@BWSG.lumero.org

You can expect a response to your email within two working days.

If you wish to meet with a member of staff, you will need to make an appointment in advance by emailing them direct or via the office. No member of staff is able to meet with parents and/or carers without an appointment.

We hope this information will ensure smooth and efficient home-school communication and we appreciate your support.

Yours sincerely



Mr S Hardwick
Headteacher