



The Towers Convent School

Convent Of The Blessed Sacrament
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Website: www.towers.w-sussex.sch.uk

3 October 2011

Dear Parent/ Carer

Annual School Information Up-date

In order to ensure that we comply with the ever-increasing regulatory obligations applicable to all independent schools I am obliged to make available to you lots of bits of information. The easiest way to do this is in one letter so that you have all the information in a single document to keep with your records.

Name of School	The Towers Convent School
DfE number	938/6138
Address for correspondence is as per the letterhead	
Telephone number	01903 812185
Headmistress	Mrs Carole A Baker MA, B.Ed
Chair of Governors	Sister Mary Andrew Fulgoney BA

The following policies, along with many others, are to be found in the policies section of the school website.
www.towers.w-sussex.sch.uk

Anti-bullying

Policies surrounding safeguarding including the Child Protection Policy

Complaints Procedure (There have been two formal complaints in the past eight years and both were resolved)

Some policies are contained in the parents' handbook but, in an attempt to be environmentally friendly, we have kept these to a minimum preferring to publish most information on our website. All policies are available on request and on receipt of a fee for copying, admin and postage.

In addition details of staff along with their qualifications is also to be found on the website. We follow all government guidelines for safer recruitment and all staff and residents undergo an enhanced Criminal Records Bureau Check (CRB) before they are responsible for our children. Volunteers too may be asked to have a CRB if there is a possibility that that will have unsupervised contact with children.



Currently we have no children with a statement of educational needs.

The School's Mission Statement and Vision Statement are to be found on the website (the Vision Statement is to be found in the online version of the parents' handbook, in the form of a cross)

In addition it would be good if you could think about the two questions below and respond if you have the time. (Preferably by email to head@towers.w-sussex.sch.uk)

1. What does The Towers do well?
2. What could The Towers do better?

A version of this letter was last sent in February 2010 but from now on you will receive an annual copy sent by email so that you can have current information on file.

With all best wishes

Carole Baker
Headmistress