

11<sup>th</sup> March 2026

Dear Parent/Carer,

As we move through a busy term, we would like to remind families of the different ways you can contact the School. Using the most appropriate method helps us respond promptly and ensures your query reaches the right member of staff.

Ways to Contact the School

**Contact Us Form:**

The quickest and most effective way to reach us is via the *Contact Us* form on our school website. Your message is automatically directed to the correct team. You can access the form [here](#).

**Write in Your Child's Contact Book:**

For routine messages, updates, or non-urgent notes for your child's Form Tutor or class teachers, please continue to use the contact book.

**Email the Office:**

For general enquiries, you can email [office@darrickwood.bromley.sch.uk](mailto:office@darrickwood.bromley.sch.uk). Your message will be forwarded to the appropriate staff member.

**Call the Main Office:**

For urgent queries or matters that require immediate attention, please call the School Office on 01689 850271.

**Updates and Reminders:**

For regular updates, reminders, and celebrations of school life, please follow our Facebook page [here](#).

**Student Absence:**

All absences should be reported via the Studybugs app, which allows you to notify us quickly and securely ([Studybugs – Register](#))

**Unavoidable Appointments During the School Day:**

If your child will be arriving late due to an unavoidable appointment, please report this via Studybugs. If your child needs to leave during the School day, please write a note in their contact book so they can be signed out safely.



# DARRICK WOOD SCHOOL

RESPECT | RESPONSIBILITY | HONESTY

**Leave of Absence:**

Requests for leave of absence must be made using the *Leave of Absence* form, which can be completed [here](#).

Thank you for your continued support in helping us maintain clear and efficient communication. It makes a real difference to how quickly we can respond and support you.

Yours sincerely,

Rebecca Cardy  
Assistant Head Teacher