



Parent/Carer Communication



Incoming Communication

Here at Westhoughton High School we believe that communication between parents/carers of our students and school is a key component to ensuring that the children we teach achieve their very best.



If you would like to contact school, we encourage the use of School Synergy. You can send messages that are then automatically linked to your account and your child's account to ensure the message can be tracked and gets to the relevant member of staff in a timely manner.

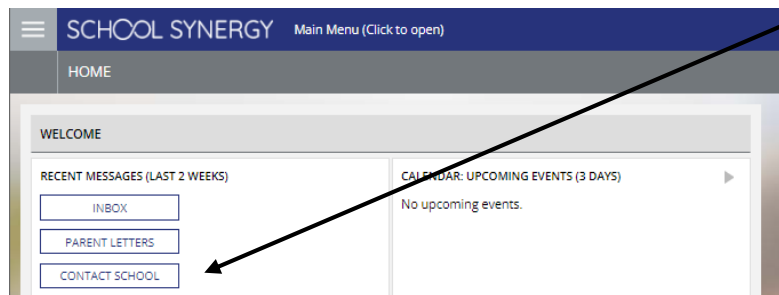


We do also have our school phone number 01942 814 122, this is available between the hours of 08:15 and 16:00 Monday to Friday during the school term.



Whichever way you contact us we aim to get back to you by the **end of the next school day**, and **always** within 5 school days.

To send a message into School

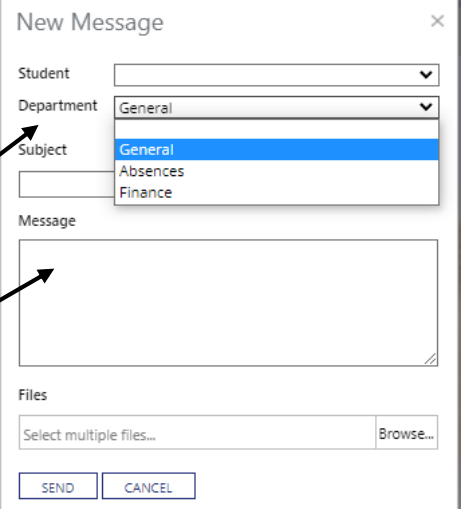


Log into your Synergy Parent account.

On the home screen select the option to Contact School or choose the message tab within the Synergy App

When you click the button to Contact School, it gives you a new Message box. Please select the correct department.

Write your message and press send this is then passed on to the relevant staff member.



Outgoing Communications.

To keep a smooth and streamlined approach, we also use School Synergy for all our outgoing communications, such as letters and reports. It is vitally important that you keep your contact details up to date with us to ensure none of the communications that are sent home are missed. If you do not have a synergy account set up, please contact the main office on the school number 01942 814 122.