

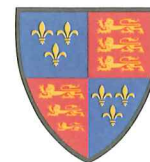


**KING EDWARD VI  
HANDSWORTH WOOD  
GIRLS' ACADEMY**

King Edward VI Handsworth Wood Girls' Academy  
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**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

19 April 2021

Dear families,

I am writing to you in order to formally introduce myself as the academy's Assistant Headteacher for Student Welfare and Wellbeing, as well as being the new DSL (Designated Safeguarding Lead) for the academy. I have gained a wealth of experience having worked in a number of inner-city Secondary schools for the last 16 years. Furthermore, I have garnered a number of qualifications that place me in good stead to lead the Safeguarding provision at our academy. My qualifications include: National Professional Qualification in Senior Leadership (NPQSL), Level 3 DSL, Medication Manager for Educational Settings, Designated Teacher status for Looked After Children and Senior Leader Mental Health Champion status.

Rest assured, that I will fully utilise my skillsets and experiences to ensure that all academy staff are fully trained to maintain the utmost safeguarding standards within the academy. Furthermore, I will facilitate your daughter's access to a wide range of resources to support her welfare and wellbeing. These resources will support her mental health, physical wellbeing and equip her with the skills and knowledge to effectively safeguard herself both inside and outside of the academy. Moreover, I will work closely with yourselves in order to arrange access to any resources and support you may require to benefit your daughter's wellbeing at home.

I am delighted to share that the academy now also has a Safeguarding Manager (Miss Emma Jones) who will be working closely with myself. Here is an introduction from Miss Jones:

*My name is Miss Jones and I have worked extensively in Secondary education for the last 11 years. My previous experiences include being a Learning Support Assistant, English as an Additional Language Manager, Student Welfare Manager and Deputy Designated Safeguarding Lead (DDSL.) Within the role of Safeguarding Manager, I will be one of the main points of contact for you, your daughter and academy staff for any safeguarding concerns. In addition, I will be a Mental Health First Aider, looking out for the wellbeing and happiness of our students. Through this role, I will be equipping them with the skills and tools required to promote positive mental health. I am looking forward to embracing this wonderful opportunity to be Safeguarding Manager at King Edward VI Handsworth Wood Girls' Academy and working closely with Miss Saeed in order to get the best possible outcomes for your daughter.*

If you have any questions or concerns about your daughter's welfare or wellbeing at the academy then please do not hesitate to contact myself or Miss Jones via the academy main number (0121-554-8122) or by email:

Miss Saira Saeed – [ssaeed@hwga.org.uk](mailto:ssaeed@hwga.org.uk)

Miss Emma Jones – [ejones@hwga.org.uk](mailto:ejones@hwga.org.uk)

Headteacher: Mr Qamar Riaz BA (Hons)

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We look forward to working with you in order to ensure that your daughter receives the best safeguarding provisions during her time at the academy, as the welfare and wellbeing of your daughter is of the highest priority at King Edward VI Handsworth Wood Girls' Academy.

Kind regards,

A handwritten signature in black ink, appearing to be 'S. Saeed', with a small flourish at the end.

Miss Saira Saeed  
(Assistant Headteacher)

A handwritten signature in blue ink, appearing to be 'E. Jones'.

Miss Emma Jones  
(Safeguarding Manager)