



Bishop Wordsworth's School

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Head Master: Mike Thorne MSc, BSc

May 2026

Dear Parents/Guardians,

RE: WELCOME TO BWS

I write as Lower School Pastoral Support Officer of Bishop Wordsworth's School (BWS) to welcome you and your son as he prepares to join the school, aware that this will be a time of great change in his life and yours. My position at the school is to provide a link for the pupils/parents and school. My role is varied, from providing students and parents with information, to supporting students when there are issues at home or school. Parents can contact me at any time for support. Equally, students can come and see me either before school or during morning break and lunchtime. I am based in the Lower School Office at the top of the Maths Block. My email is: kbs@bishopwordsworths.org.uk or alternatively you can call me on: 01722 333851, ext: 287.

When boys begin at BWS, and indeed throughout the coming years, it is very helpful for us to be aware of any home circumstances which may affect your son's well-being during his time here. This may, for example, include any difficult circumstances he (or the wider family) has suffered in previous years, such as a serious illness, trauma or bereavement – or there may be other pastoral concerns you wish to mention. All information you provide will of course be treated in confidence (according to the school's policies and procedures) but will enable us to put in appropriate support if necessary and hopefully ease your son's transition into secondary school life. ***If you have already given our Admissions Officer this information for the 11 plus, this will have already been sent through to me, so there is no need to resend it.***

To begin with, the information you provide will be put on your son's personal file and shared with the Heads of School, the SENCo and his form tutor. It will only be circulated more widely if appropriate.

If you wish, please email me directly to provide any details. If you would prefer to talk to someone, please email me your contact details and I will call you as soon as possible.

I look forward to meeting you all soon.

Yours sincerely

Mrs Kate Bazire-Smith
Pastoral Support Officer / DDSL
Teacher of PSHRE

In providing information to the School I hereby grant permission to the School to process and share the personal information that I now provide, and may provide at a later date, as described on the Parents and Pupils Privacy Notice that was sent to me as part of the Admissions Register and Pupil Database Form