



**HERE to
HELP**

We pride ourselves on being an open and welcoming school. We are here to support your children to be the best that they can be.

If you have a question, concern, worry or need help please use the simple guide below to get to the person who is best placed to help.

OFFICE STAFF

For anything to do with organisation, trips, letters, enquiries etc please speak to the school office. They will also be able to arrange meetings with the Class Teachers, SENDCO and Senior Leaders for you.

CLASS TEACHER

For anything to do with your child the Class Teacher is ALWAYS the first port of call. They will be able to help you and if extra support is needed (for example with SEN, then they will pass it on).

If you want a quick word with your Class Teacher please catch them before or after school. If you have a concern then please arrange a meeting with your Class Teacher which can be done with them or through the school office.

SENDCO

Initially any concerns regarding educational SEN should be discussed with the Class Teacher. They will then discuss this with the SENDCO.

If you are having any issues around health, social care or home issues and you would like us to signpost support then please contact our SENDCO via the school office.

SENIOR LEADERSHIP TEAM

If you have spoken to the relevant staff above but feel your issue has not been resolved appropriately then please speak to the Head Teacher or a member of the Senior Leadership Team.

Please treat us with respect. Rude or abusive comments, threatening behaviour or physical abuse of any kind towards any member of staff will not be tolerated and may result in further action being taken.

Please be aware that if our staff feel you are not speaking or acting in an appropriate manner they will end the meeting or phone call immediately.

