



Kate Higham, Headteacher, says:

It's great news that you have chosen our school for your child. Thank you!

Welcome

Welcome to Crowdys Hill School and I look forward to getting to know you and your child.

We need some information from you

Please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 13 is Key Information and pages 14-15 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01793 332400 or Email: info@crowdyshill.swindon.sch.uk and we will be happy to help!

Term dates

Please check the school website for up to date term dates.

STEP 1: Pupil Registration Form

Crowdys Hill School

Pupil's Full Name:			
Legal Forename:	Middle name:		
Gender:	DOB:		
Home Address:			
	Post Code:		
Home Telephone:			
Mobile Number:			
Email:			
My child lives with (please circle)			
,	ent 🔲 Is your child a looked after child 🔲 Other		
	The state of the s		
Who has parental responsibility for this child:			
Do either of the child's parents work for the forces – i.e. Army, RAF, Navy etc? Yes No			
lf yes – which parent	Parent 1 Parent 2		
Parent 1 name and address (if different from above	ve) Realtionship to child:		
Please indicate if this parent would like to receive	copies of all school mailings/ reports/letters etc		
Parent 2 name and address (if different from abo	ve) Realtionship to child:		
Please indicate if this parent would like to receive	copies of all school mailings/ reports/letters etc		
·			
Does your child have access and visiting rights to	both parents? Yes No		
If not is there a court order in place?			
	- these will be treated in the strictest of confidence		
Has your child been in care at anytime during the	e last 6 years? Yes No		

'Learning for Life'

STEP 1: Pupil Registration Form Crowdys Hill School

EMERGENCY CONTACT DETAILS	
Title/Forename/Surname (LEGAL NAME IN FULL) Different to ones named above.	
Address:	
Relationship to your child (i.e grandparent, aunt, uncle, friend of family etc):	
Email:	
Mobile Number:	
Telephone Number:	
Title/Forename/Surname (LEGAL NAME IN FULL) EMERGENCY CONTACT 2	
Address:	
Relationship to your child (i.e grandparent, aunt, uncle, friend of family etc):	
Email:	
Mobile Number:	
Telephone Number:	
Title/Forename/Surname (LEGAL NAME IN FULL) EMERGENCY CONTACT 2	
Address:	
Relationship to your child (i.e grandparent, aunt, uncle, friend of family etc):	
Email:	
Mobile Number:	
Telephone Number:	
Language	
First language spoken at home:	
Second:	
Is English an additional language :	Yes No
Religion:	
Do you require communication to be translated?	☐ Yes ☐ No

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STEP 1: Pupil Registration Form Crowdys Hill School

If yes which language:
Nationality:
How will your child be geing to school?
Arranged transport (Please fill out the transport on www.swindon.gov.uk / SEN Transport) Bus pass Cycle Walk Bought in by parent/carer
Is your child entitled to free school meals?
(If your child is entitled to free school meals and does not eat them you can still claim as the school will receive a Pupil Premium Allowance for your child).
Is your child a young carer for anyone at home? (i.e. an ill or disabled adult or sibling) Yes No If yes please state name and details:
Uses coloured overlay for their schoolwork Uses writing slope
Anything else you think we should know NOT included on the Statement of Educational Needs/EHCP e.g fears and anixetes.
STEP 2: Child Protection Procedures Crowdys Hill School
Crowdys Hill School is committed to the safeguarding of all children. In order to ensure the safety of all the children in our care, we are required to follow the Child Protection Procedures as agreed by the Local Education Authority. We will endeavour to share with parents/guardians any concerns we may have regarding any injuries noted or other specific issues regarding the welfare of their child. The school will keep a record of any concerns raised and will share them with the parents/guardians if it is appropriate to do so.
We have a duty to refer to Social Services if we suspect a child is at risk of harm. If we make a referral so Social Services we will inform parents/guardians concerned; unless to do so would place the child at increased risk of harm. Our first concern will always be the welfare of the child. We will also advise the designated officer of the Local Education Authority that a referral has been made.
We have a copy of the Swindon Child Protection Procedures and Guidance in school if you would like to view them. Our Child Designated Safeguarding Lead at Crowdys Hill School is Emma Orchard and her Deputies are Lisa Baptiste, Becky North, Emily Russell and Rachel Russell. We also have a designated School Governor with responsibility for Safeguarding Mrs Tracey Casey.
Child Name:
Parent/Guardians Name:
I confirm that I have received and read the letter regarding Crowdys Hill School Child Protection Procedures and that I have full parental responsibility for the above named child.
Signed: Date:

STEP 3: E-Safety Agreement Form & Acceptable Use: Parents

Crowdys Hill School

Student's name:

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

The Information Commissioner recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Students aged 16 or over can make this decision for themselves.

Ethnicity:

Any information you provide will be used solely to compile statistics on the school careers and experiences of students from different ethnic backgrounds, to help ensure that all students have the opportunity to fulfil their potential. These statistics will not allow individual Students to be identified. From time to time the information will be passed on the Local Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed on to the future schools, to save it having to be asked for again.

STEP 4: E-Safety Agreement Form & Acceptable Use: Parents

Crowdys Hill School

Student's name:

Parent/Carer name:

As the parent or legal quardian of the above student, I grant permission for my daughter or son to have access to use the Internet, e-mail and other ICT facilities at school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching e-safety skills to students.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe us of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent/Carer signature:		
Print Name:	Date:	

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STEP 5: Minibus and Off-site Permission

Crowdys Hill School

Childs Name:

We use our school minibus for many activities throughout the school year and require your permission to take your child out in our minibuses.

Please sign the form below giving permission to transport your child in the minibuses.

- I understand that my child will take part in school organised activities, which are sometimes based offsite, as part of the curriculum and maybe transported to these events in the school minibus.
- I give permission for my child to travel on the school minibus/arranged transport, using the appropriate seatbelts/restraints.
- · At all times proper safety precautions are taken, the vehicles are regularly serviced and appropriately insured.
- All staff eligible to drive the minibus have passed the Swindon Borough Councils or equivalent driver training.

We use our local area for many activities throughout the school year and require your permission to take your child off site for these events, it may be for a walk, to visit the local shops or park.

Please sign the form below giving permission us to take your child on these activities.

- I understand that my child will take part in school organised activities, which are sometimes based offsite, as part of the curriculum and will be taken off-site on foot with suitably trained staff e.g. for first aid. We will ensure the correct ratio of staff to children and that the appropriate risk assessments have been carried out for each excursion.
- I understand that this forms gives blanket permission I will be informed the day before by the class teacher that my child will be taken off-site.
- I give permission for my child to take part in this activity.

I confirm that I have full parental responsibility for the above named child.

Parent/Carer signature:	
Print Name:	Date:

STEP 6: TAC PAC Sessions (Primary Parent Only)

Crowdys Hill School

TAC PAC are part of our Primary curriculum. TACPAC combines touch and music to allow sensory communication between two people. It is of huge benefit to the receiver as it promotes their senses. It involves using a wide range of resources such as fabrics, feathers, sponges, brushes, rollers and spatulas. The resources are used on the child's torso, back, arms, legs, hands and feet. These resources are used in time to specific, chosen music which is designed to reflect the texture of each object.

TAC PAC Sessions

Name of Child:

I give permission for my child to participate in the regular TAC PAC sessions.

arent/Carer signature:	
rint Name:	Date:

STEP 7: Food in School

Crowdys Hill School

As part of the curriculum at Crowdys Hill School your child maybe involved in tasting a selection of food items including:

• Fruits • Vegetables • Dairy Products • Meat Products Please can you advise us of any known allergies, dietary or cultural beliefs that your child may have.

Child Name:	Class:		
My child has an intolerance to the following ingredients:			
My child is allergic to the following ingredients:			
My child cannot eat the following food due to religious/cultural beliefs:			
I confirm that I have full parental responsibility for the	ne above-named student.		
Parent/Carer signature:			
Print Name:	Date:		

NB – We are a NO NUT school. Please do not send in any food containing nuts.

STEP 8: Medical Form Crowdys Hill School		
Doctors Practice		
Name:	Telephone Number:	
Address:		
NHS Number:		
MEDICAL NEEDS – Tick all that apply:		
Speech or Language difficulty Wears glasses	s Hearing loss/Wears hearing aids	
☐ Wears leg/arm splints ☐ Uses a wheelchair for trips/long distances ☐ Colour Blind		
Does your child have a Health Care Plan? (Medical	condition) Yes No	
Does your child have a Personal Care - Care Plan?	(Toileting needs)	

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STEP 8: Medical Form Crowdys Hill School

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Does your child have Diabetes? Yes No Type 1 Type 2				
	If yes please supply details below:			
No they have an auto-release (po	od): Yes No	or Insulin inject	ion: Yes No	
Does your child have Epilepsy?			Yes No	
EMERGENCY MEDICATION				
Name of Medication	Do	ose	Frequency/times	
	Mls	Mg		
Special Instructions:				
Seizure description:				
Has this medication been administered previously?				
ANY MEDIACTION TO BE GIVEN IN SO (eg: Asthma Inhalers/ Piriton/ ADH	CHOOL			
	l		- h:	
Name of Medication		se	Frequency/times	
	Mls	Mg		
Reason/ condition for medication	<u>:</u>			

STEP 8: Medical Form Crowdys Hill School Special instructions: ANY MEDIACTION TO BE GIVEN AT HOME

(eg: Asthma Inhalers/ Piriton/ ADHD Lunchtime medication etc)

Are they curretnly prescribed any medication/inhalers?

Name of Medication	Dose		Frequency/times
	Mls	Mg	
Reason/ condition for medication:			
Special instructions:			
Does your child have or had asthr	na?		☐ Yes ☐ No

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STEP 8: Medical Form Crowdys Hill School

Please give details of any allergies, intolerances (e.g. plasters / animals / medication / food)		

Please ensure all medication sent into school is clearly labelled with the original dispensing chemist label .An accompanying letter signed by parent/carer, clearly stating the child's name, mode of administration, frequency and the name of the medication to be given. If medication is to be given regularly then the nurse team will be contacted to draw up a Health Care Plan.

A copy of the schools medication policy is available on the school website.

I hereby request that trained members of staff administer the following medicines prescribed for my child by his/her GP/Specialist as directed or in the case of an emergency, as staff consider necessary.

STEP 9: Intimate Care

Crowdys Hill School

In order to allow school staff to assist with 's personal care please read the school policy on personal care below (paying special attention to parental responsibilities in sections "Disposal of Waste" and "Personal Care"), if you are happy with this policy please sign and date it, then return it to myself.

Personal Care

Personal Carte should be performed by a person who has received appropriate training.

Due to the intimate nature of these procedures staff will always work in pairs. They should spend no longer than is necessary over the process and limit activities to the minimum required to restore the child's hygiene.

Where appropriate the child should be encouraged to manage their own personal care under supervision.

Risk of Contact with Body Fluids

To protect the child and school staff this process should always involve the use of plastic gloves/aprons. All waste should be disposed of with care. Staff involved in these procedures should adhere to the safe system of care advised by Swindon Borough Council.

Hand Washing Facilities

Hand washing facilities must be available; staff should follow Swindon borough Council hand washing guidelines.

Disposable Gloves/Aprons

Soiled gloves and aprons should be disposed of in a clinical waste bin where possible or double bagged before disposing into domestic waste.

Disposal of Waste

Extremely soiled underwear can be disposed of and should be put into a clinical waste bin where possible or double bagged before disposing into domestic waste. However lightly soiled underwear can be double bagged and sent home for cleaning/disposal. Any other soiled clothes can also be double bagged and sent home with the child unless the soiling is extreme in which case call parents for advice.

Yes No

How often are they used?

STEP 9: Intimate Care

Crowdys Hill School

Personal Hygiene

Parents are asked to provide flushable wet wipes and extra changes of underwear, nappy bags and carrier bags where possible.

A written record should be kept of incidences of incontinence that requires the appropriate support staff to help to clean the genital area. For convenience a Log Book should be kept in the shower changing room.

I understand that in the event of my child being incontinent, appropriately trained school staff will be required to have intimate contact in the process of cleaning him/her. I accept that this is a service that the school is not obliged to undertake. I understand that it may be necessary to dispose of soiled underwear and I am required to provide flushable wet wipes, nappy bags, carrier bags and extra changes of underwear/clothes as required.

Please be advised that the school may need to enter this information onto a secure internal database, in order to ensure that all staff have access to your Childs needs while he/she is in school.

Child's Name:		
Parent/Carer Name:		
Signature:	Date:	

STEP 10: Permissions Crowdys Hill School Child Name: Laive permission for my child's photo to be used for the following

Tgive permission for my child's prioto to be used for the following	
 In school − in the school newsletters, corridor displays (first names may be used) In school − on the school website (no names given) In school for the Year 11 Leavers Book − a copy of which is given to each year 11 child Used by outside agencies for publications and social media 	
I give permission for my child to participate in Speech and Language Therapy sessions (these may sometimes include working with a Speech & Language Therapy student) Tick box to agree	

I give permission for my child participate in Counselling sessions, if appropriate Tick box to agree

I give permission for my child to take part in Emotional Literacy Sessions (ELSA)	Tick box to agree 🗌
I give permission for my child be taught Sex Education	Tick box to agree
I give permission for details to be shared with outside agencies i.e. Physio, TaMHS	Tick box to agree

Please	tick	all	relevant boxes.
riease	UCK	all	relevant boxes.

Do you currently receive DLA/PIP for your child?

I confirm I have full parental responsibility for the above named child.

	'	'	<u>'</u>	
Signed:				
Print Name:				Date:

KEY INFORMATION

What are our school times?

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07

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Yes No

9.00am. Pupils arrive and are escorted into school then offered breakfast.

2.50pm – 3.00pm. Collect bags and coats, escorted to buses.

Secondary + Sixth Form

9.00am - 3.15pm

Breakfast Club

Our free breakfast club, which is fully sponsored by Greggs, is available to all pupils from 8.45am. Children can choose from a range of healthy options before the start of the school day.

School transport

Some of our pupils maybe entitled to free SEN transport provided by Swindon Borough Council (SBC) if they meet the criteria which can include the need of the child, distance from school. Towards the end of August transport will contact you to confirm times of pick-ups and dropoffs, if you have not heard from them by the last Friday in August, please contact transport on 01793 466215.

If moving to a new school, you must apply online via a link on the Swindon Borough Council website

Please note if you live in outside of the Swindon Borough Council boundary you will have to contact your own council Pens and pencils directly for details of your child's transport arrangements.

- Wiltshire 01225 712852 Email educationtransport@ wiltshire.aov.uk
- Gloucestershire 01452 425000 Email: sen.transport@ aloucestershire aoy uk
- Oxfordshire 01865 323795 Email SpecialEducationalNeedsITU@Oxfordshire.gov.uk

Uniform

It is our policy that all students should wear uniform when attending school:

- · Promotes a sense of pride in the school.
- · Engenders a sense of community and belonging towards the school.
- · Is practical and smart.
- Identifies the students with the school.
- · Makes students feel equal to their peers in terms of appearance.

School uniform is available only through the school. It can be purchased the ParentPay link on the homepage of our website or speak to Miss Topp for details. ttopp@ crowdyshill.swindon.sch.uk.

Uniform available from other sources: Primary/Secondary

- Black trousers or black jogging pants.
- · Black long shorts, preferably tailored knee length.
- Black knee length skirt.
- Black shoes or trainers, some logo/colour allowed but must be mostly black.
- Any colour coats should be provided in cold weather.
- · Hoodies, other than our uniform ones, are not permitted in school and will be kept by the tutor until the end of the

Uniform exemptions

The school welcomes students from all backgrounds and faith communities. If there are reasons, for example on religious grounds, why parents want their child to wear clothes that differ from the school uniform, the school will look sympathetically at such requests. These should be made directly to the headteacher.

Compulsory Items:

Primary School (Compulsory items)

- Purple sweatshirt/hoody; and polo shirt with school logo.
- Black trousers/black joggers/black long shorts/ black knee length skirt.

Secondary School (Compulsory items)

- Navy blue sweatshirt/hoody/cardigan; and polo shirt with school logo.
- Black trousers/ black joggers/ black long shorts/ black knee length skirt.

Sixth Form

Pupils do not wear school uniform.

P.E. Kit

- A Plain T-shirt/vest or a t-shirt in your house colour available through the school.
- Plain Shorts/Tracksuit trousers.
- · Trainers.
- Swimming trunks/one piece costume.
- · Wellies for outdoors.

Are available in every classroom, pupils can bring their own if they wish.

Labelling of uniform and belongings

Please ensure all clothing and other personal belongings are clearly labelled with your child's name.

Food in school

All our meals are cooked on site by our Catering Manager - They can be contacted at the school if you have any questions or queries about our school meals. School Meals cost £2.20 a day or £11.00 for the week. Jacket potatoes with a variety of fillings are available every day, as are fresh fruit and yoghurts. Gluten free options are available. If your child has any allergies, please speak to speak to our catering manager and we will do our best to accommodate their

To see menus, order food and pay please log onto the ParentPay website (using the login details provided by the school).

Packed lunches

Your child may wish to bring in a healthy packed lunch from home. No fizzy or energy drinks are allowed.

Free school meals

For children in the Foundation Stage, and Years 1 and 2, the government provides free school meals. For older children, you need to be in receipt of certain benefits. If you think your child may be eligible for free school meals, please speak to Mrs Russell. We encourage families to apply for free school meals, even if your child does not take them as the funding the school receives in Pupil Premium enables us to provide more resources to educate the children.

PARENTAL INVOLVEMENT

Parent partnerships

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together. You will receive regular emails and texts with information on your child's achievements and anything else their teachers feel to be important. Younger children have a Home/School book detailing what they have been doing during the school day, and parents can use the book to pass on information to the school.

Friends of CHS

The Friends of Crowdys Hill School is a group of parents and staff who support the school by organising fundraising activities throughout the school year i.e. summer fete, bingo evenings, activity day.

All parents are welcome to attend meetings (reminders are sent nearer the meeting dates), these are held are held approximately 4 times a year.

We also welcome volunteers to help at fund-raising events to help set up, pack away and man the stalls – even if you can only offer an hour – all help is greatly appreciated. Please contact Rachel Russell of the FOCHS at the school.

Governance

Governing bodies are responsible and accountable for all major decisions about the school and its future. Governors have a legal responsibility to make sure the school promotes high standards. The Governors set the school's vision, strategic aims and monitoring processes. They evaluate performance - acting as a critical friend to the Headteacher and making sure the school is accountable to everyone it serves.

Within this our responsibilities include:

- Setting strategic direction, objectives, targets and policies.
- Reviewing progress against budget, plans and targets.
- · Approving the school budget.
- Acting as a critical friend to the Headteacher through support and challenge.
- · Appointing the Headteacher.

School reports

We provide all parents with an annual written report from the Class Teacher at the end of the Summer Term which provides information about your child's academic achievement and summarises their personal and social development. Interim reports are issued at the end of the Autumn and Spring terms.

Parent evenings

Parent consultations are held once a term for Primary school children, and once a year for Secondary and Sixth Form. Appointment are booked online through the School Cloud.

News

Our website has lots of useful information including news updates, term dates and information on our activities.

Newsletters

We produce Termly Newsletters which we send via email. These will ensure you keep you up to date with school information, activities and upcoming events.

FREQUENTLY ASKED QUESTIONS

Attendance

Excellent attendance and punctuality are important if students are to benefit from everything school has to offer. Crowdys Hill believes that regular attendance at school is vital for students to be successful. School education lays the vital foundations of a student's life and research clearly demonstrates the link between regular attendance, punctuality and educational progress and attainment.

Parents/carers and the school staff are partners in making this a success and this partnership is very important to the school. As a school, we will encourage parents and carers to ensure that students achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

Unplanned absence such as child illness

The pupil's parent/carer must notify the school on the first day of an unplanned absence as soon as practically possible. Parents/ carers should call the school reception, 01793 332400.

Planned absence such as appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Please call reception and leave a message, 01793 332400.

Pupils leaving during the school day

Pupils are not allowed to leave the premises without prior permission from the school. Parents/carers are requested to confirm in writing, by letter or email or by calling reception, the reason for any planned absence, the time of leaving, and the expected return time.

Pupils must be signed out on leaving the school and be signed back in on their return.

Where a pupil is being collected from the school, parents/carers are to report to the reception before the pupil is allowed to leave the site.

If a pupil leaves the school site without permission, their parents/carers will be contacted as soon as staff are aware of the absence.

Authorised absence

An absence is classified as authorised when a pupil is away from school for a legitimate reason and the school has received notification from a parent/carer. The Headteacher authorises the absence, which may include:

- Genuine illness.
- Hospital or dental appointment.
- Major religious observance.
- Visit to new school/ college.

Unauthorised absence

An absence is classified as unauthorised when a pupil is away from school without the permission of the Headteacher. Unauthorised absences are those which the school does not consider reasonable and for which no 'authorisation' has been given.

Annual Reviews

The Annual Review is a meeting where parents/carers, their child, tutor and anyone who is relevant to the child's education and welfare, discuss the Education & Health Care Plan (EHCP); how their child is progressing towards the outcomes, and discuss what is still relevant within it. It is also an opportunity for their child to show what they like/dislike, and talk about their aspirations and fears. It is an opportunity for parents/carers to give their views on how they feel their child's life, in and out of school, is going.

Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any absence must be requested, in writing, as far in advance as possible.

Medicines in school

Medicines should only be brought to school in their original packaging, labelled with the student's name and dosage.

Health

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Accidents, First Aid and Illness in school

Parents are contacted when children are unwell or have hurt themselves, especially if they have bumped their head. Please make sure that contact numbers are kept up to date. A majority of our support staff have received First Aid Training. If your child is ill, we will look after him/her until you are able to get to school or we can arrange transport home.

Mobile phones

No phones are allowed in school and must be handed in to reception on arrival. Sixth Formers may keep their phones with them.

Personal belongings

All personal belongings should be clearly marked with the child's name. Parents should note that the school cannot accept liability for the loss or damage of personal property.

Internet safety

We apply strong and age-appropriate filters.

Helping to support children's learning at home

We do not issue homework on a regular or formal basis, although occasionally we may ask for certain tasks to be completed at home. Parents are, however, encouraged to read with their children as often as possible.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the Rachel Russell, Assistant Senco at the school.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then your first point of contact should be your childs tutor. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Headteacher will be able to provide parents with a copy of the school's formal complaints procedure.



14 'Learning for Life'



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