

# Who should I speak to about any concerns I have about my child?

The best person to speak to initially is your child's teacher. As Class teacher he/she is responsible for:

- Providing good teaching and setting high expectations which inspire, motivate and challenge each child.
- Adapting the curriculum appropriately for each child in the class
- Assessing each child and using the results to inform planning and to set appropriate targets.
- Managing behaviour effectively to ensure a good and safe learning environment
- Communicating effectively with parents with regard to pupils' achievements and well-being

Other people you could talk to are:

Mrs Rosaman is the school Special Educational Needs and Disability Coordinator [SENCO].

Mrs Rosaman is responsible for:

- Ensuring that all children on the SEND register have their needs met. Mrs Rosaman will co-ordinate provision for children with SEND and liaise with any other professionals working with your child in school
- Ensuring that the school's SEND policy is followed
- Providing professional guidance in the area of SEND to secure high quality teaching
- Reviewing the progress of children with SEND with their class teacher

Mrs Meech [Headteacher].

Mrs Meech is responsible for:

- Day to day management of all aspects of the school
- Keeping governors informed about any issues related to SEND

De Hyde [SEND Governor].

De Hyde is responsible for:

- Ensuring that the school has an up to date SEND policy
- Ensuring appropriate provision is made for children with SEND

#### Complaints Procedures

We sincerely hope that any complaints can be dealt with at school through discussions with your child's Class Teacher, SENDCo, Deputy Head Teacher or Head Teacher. However if this is not the case the next stage would be to write a letter to the school's Governing Body. The Governing Body will reply to your letter and take any appropriate actions.