

WORKING TOGETHER WITH YOUR CHILD'S SCHOOL

Building a strong link with your child's school can make a big difference. Good communication helps ensure your child gets the right support and that any concerns are addressed early.

WHO TO CONTACT

If you have any concerns about your child's education or support, start by speaking to:

- Their class teacher (primary) or form tutor (secondary)
- The SENCo (Special Educational Needs Coordinator) if your child has SEND
- The headteacher or head of year if needed

You can check the school's website or ask at the school office for contact details.

SHARING IMPORTANT INFORMATION

Keeping school up to date helps them support your child effectively. Let them know about:

- ✓ Any new medical diagnoses
- ✓ Changes in family life that may affect your child's wellbeing
- ✓ Any new behaviours or concerns you've noticed at home

And don't forget to share the positives too!



KEEPING IN TOUCH

Find out the best way to contact school staff —many teachers can't take calls during the school day, but you can arrange a time to speak or send an email.

If regular communication is needed, ask if a home-school diary would be helpful.

If you're missing letters or updates, check with the school office or ask about alternative ways to stay informed, such as the school website or email newsletters.





ATTENDING SCHOOL MEETINGS

If you've been invited to a meeting about your child, being prepared will help you feel more confident.

Before the Meeting:

- ✓ Find out why it's been called – Ask for an agenda so you know what will be discussed.
- ✓ Make notes – Write down your key points, any concerns, and questions you'd like to ask.
- ✓ Gather paperwork – Bring relevant reports, letters, or assessments.
- ✓ Consider taking someone with you – A friend or family member can offer support and help take notes.
- ✓ Ask your child for their views – If they're not attending, write down anything they want to share.

During the Meeting:

- ✓ Stay calm and focused – Everyone is there to support your child.
- ✓ If you don't understand something, ask for clarification.
- ✓ Take notes and check what actions have been agreed.
- ✓ Ask for a copy of the meeting notes.

After the Meeting:

- ✓ Talk to your child about what was discussed.
- ✓ Follow up on any agreed actions.
- ✓ Keep a copy of any paperwork in a folder for future reference.

WHAT IF YOU DISAGREE WITH THE SCHOOL?

If you're worried that your child isn't getting the right support, try these steps:

- 1 Keep talking** – Open and calm conversations are the best way to resolve concerns.
- 2 Keep records** – Make notes of any discussions and keep copies of relevant reports and letters.
- 3 Check school policies** – Ask for copies of their SEND, behaviour, or bullying policies to see what should be in place.
- 4 Request a meeting** – Speak to the class teacher, SENCo, or headteacher to raise your concerns.
- 5 Consider making a formal complaint** – If issues aren't resolved, ask for a copy of the school's complaints procedure.

If you're struggling to resolve an issue, you can also ask the Local Authority about Disagreement Resolution. This is a free and independent service that helps parents and schools work together to find a way forward.

