### ****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.

#### **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.

### ****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!

### ****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:

1️⃣ **Keep talking** – Open and calm conversations are the best way to resolve concerns.  
2️⃣ **Keep records** – Make notes of any discussions and keep copies of relevant reports and letters.  
3️⃣ **Check school policies** – Ask for copies of their SEND, behaviour, or bullying policies to see what should be in place.  
4️⃣ **Request a meeting** – Speak to the class teacher, SENCo, or headteacher to raise your concerns.  
5️⃣ **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.

### ****Need Support?****

If you need help preparing for a meeting or understanding your options, we’re here to help. Contact us for impartial advice and support.