

Southborough Church of England Primary School



Headteacher
Mrs E Savage B.Ed (Hons)

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Dear Parents

As you know, it is very important to us to work in partnership with you to support your child's learning and their emotional, social and physical development. We aim to provide a happy and safe environment for all our children.

From time to time, during your child's 7 years at school, you may have a concern about your child that impacts on their learning or wellbeing. It is important for us to know about this as quickly as possible, in order to resolve the issue promptly and satisfactorily. Clearly, we can only act upon something if we know about it and therefore, may I remind you of the process of raising any concerns.

1. Please talk to your child's class teacher in the first instance, as they will usually be able to address and solve any worry you have.
2. If, after speaking to the class teacher, the situation is still on-going, please ask to speak to the appropriate year group leader: Mrs Dooley, Deputy Head and Head of Early Years, Miss Goodchild, Assistant Head and Head of Lower School (Years 1, 2 and 3) or Mrs Bootle, Assistant Head and Head of Upper School (Years 4, 5 and 6).
3. If you still have a concern, please speak to Mrs Brewin, Pupil Well-being Manager and Designated Safeguarding Lead, Mrs Hickman, SENCo, Mrs Dooley or myself.

Mrs Dooley and myself are often around at the beginning of each day and we are, of course, happy to chat to you informally if you wish and/or pass on any information to the class teacher. The best time to see class teachers is at the end of the school day.

If you have an urgent concern, especially related to the health and safety of your child, please speak to our office team, Mrs Dooley or myself as soon as possible.

I am sure you will understand it is your parental responsibility to discuss any concerns you may have at the earliest opportunity so that matters can be resolved efficiently and effectively.

Thank you for your support and continued partnership.

Yours sincerely

Mrs E Savage
Headteacher