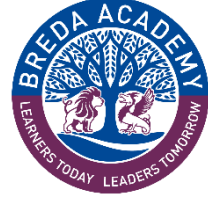




BREDA ACADEMY



'What to do if ...'

A Guide for Parents and Carers

(parents/carers should allow at least 24 hours for a response from a teacher)

I have a concern about my child's progress / work / homework in a subject.

My child tells me he / she has no homework in a subject.

Contact the school office or send a message via School Comms for the attention of the relevant **Subject Teacher**.

If the problem persists or if you still have concerns, then contact the school office or send a message via School Comms for the attention of the **Head of Department**.

If you still have concerns after speaking to the HOD, then contact the school office or send a message via School Comms for the attention of the **Vice-Principal**.

I have a concern about my child (e.g. a bullying issue, he / she does not want to come to school, has become withdrawn, etc.)

There are home circumstances which may be affecting my child's schoolwork.

Contact the school office or send a message via **School Comms** for the attention of the **Head of Year**.

If the problem persists or if you still have concerns, then contact the school office and ask to speak to the **Head of Key Stage 3 or 4** or to the **Senior Teacher for Key Stage 5**.

I have a child protection concern about my / a child's safety.

Contact the **Designated Teacher for Child Protection (Mrs Scott)** or the **Deputy Designated Teachers (Mrs McWilliams, Ms McMullan, and Ms Ferguson)**.

I have a pastoral concern that is not a child protection issue.

Contact the school office or send a message via School Comms for the attention of your child's **Form Tutor**.

I have a concern relating to a special educational need (SEN).

Contact the school office and ask to speak to the **SENCO (Mrs Begemann)**.

We are moving house / have a new number.

Pass on the information to the school office via School Comms, telephone, email or letter.

My child has been absent due to illness.

On each day of absence, send a message via School Comms with the reason. Alternatively, phone the office and leave a voice mail for the **Attendance Officer**.

I need to take my child out of school during school hours.

Appointments should be kept to a minimum and only in exceptional circumstances. Students should be in school before / after appointments. A note from the parent / carer **must be given to the Form Tutor** by the child during registration. A permission slip will be given to the student, and they must sign out at the school office before leaving. Students should return to school after their appointment if it finishes before the end of the school day.

School's telephone number - **028 90645374**
Email - **contact@breda.com**