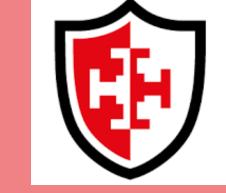
St. Chad's Communication



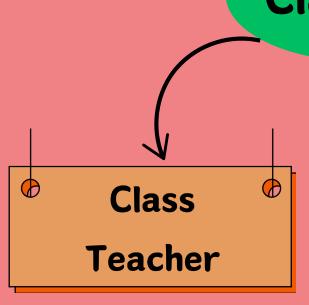


Information



Step 1

Class Teacher or Office





- School events information
 - Home learning queries
 - Behaviour concerns
 - Learning concerns
- Home/pastoral/friendship concerns
- Concerns and celebrations regarding academic progress
- Gratitude

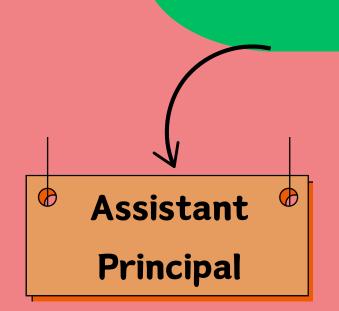
School events information/ changes to usual school day

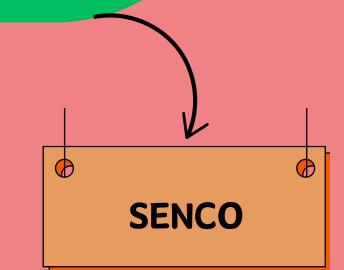
- Reporting an absence / attendance queries
 - School Clubs including wrap around care
 - Payment queries
 - Medication/injuries
 - Appointments
 - Dinner queries

Step 2

Assistant Principal and SENCO

Mrs Simner





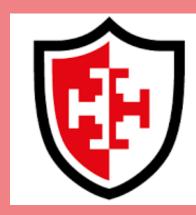
- Escalated behaviour and friendship concerns
 - Initial complaints re. behaviour
- Ongoing behaviour correspondence
- Celebrations and achievements

- Escalated SEND concerns
 - Initial complaints re. SEND
 - Ongoing SEND correspondence
 - Parent and Family support
- Gratitude for staff and provisions

St. Chad's Communication



Information







Head of School and DSL

Miss Polito



- ALL safeguarding concerns including mental health and wellbeing, school nurse referrals, external agency referrals and financial support.
- Escalated behaviour concerns
- Escalated learning concerns and academic progress
- Complaints
- Catholic Social Teaching in Action including individual charity work
- All celebrations, achievements and progress
- Gratitude for staff and provisions

Step 4

Executive Principal

Mrs Grubham



- All safeguarding concerns
- Escalated concerns regarding bullying, behaviour, SEND
- Escalated complaints
- Catholic Social Teaching in Action including individual charity work
- All celebrations, achievements and progress
- Gratitude for staff and provisions

Safeguarding Contacts:

Designated Safeguarding Lead and Senior Mental Health Lead - Miss Polito

tpolito@sjbca,co.uk or use the Sharp system on the school website to get in touch directly.

Deputy Designated Safeguarding Lead - Mrs Grubham

mgrubham@sjbca.co.uk

Deputy Designated Safeguarding Lead and Wellbeing Co-ordinator - Miss Clarke

Please contact the office on 01384889423