

# St. Chad's Communication



## Information



### Step 1

#### Class Teacher or Office

Class  
Teacher

Office Staff

- 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**

Assistant  
Principal

SENCO

- 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**

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### Step 3

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