



*At Emmanuel we have a lot of people here to help you.*

**What should I do if I am worried about my child's learning?**

**STEP 1**

Talk to ***your child's classteacher*** at the end of a school day or in the morning. They can arrange a convenient time to talk.

*They are very keen to work in partnership with you. You can message them on CLASSDOJO too.*

**STEP 2**

If you continue to be worried you can make an appointment through the school office to meet with Mrs Thorpe (Years 3 and 4), Mrs Shepherd (Years 5 and 6) or the Mrs Amanda Smith (SENDCO) if your child has Special Educational Needs or a disability.

**STEP 3**

If the above doesn't solve the situation have a chat to Mrs Dale Shaw in the office, who will arrange for you to meet Mrs Thorpe or Mr McHale.

**What should I do if I am worried about my child's behaviour?**

**STEP 1**

Talk to ***your child's classteacher*** at the end of a school day or in the morning. They can arrange a convenient time to talk.

*They are very keen to work in partnership with you. You can message them on CLASSDOJO too.*

**STEP 2**

If you continue to be worried you can come and see Mrs White, our Learning Mentor. She will try to help and will also arrange to meet again with the Classteacher and/or SENDCO again. They will meet with you.

**STEP 3**

If the above doesn't solve the situation have a chat to Mrs Dale Shaw in the office, who will arrange for you to meet Mrs Thorpe, Mrs Shepherd or Mr McHale.

***Mrs White is here to help you with any queries or concerns you have, even if they are not about school.***

**What to do if worried about anything else or have a complaint?**

Please come to the office and ask to speak to Mrs Dale Shaw. She can then arrange the right person for you to speak to so that we can resolve the problem quickly



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