St. John Bosco's

Communication Information

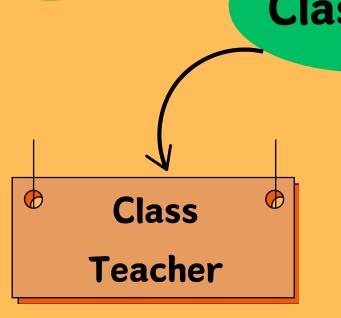








Class Teacher or Office





- 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

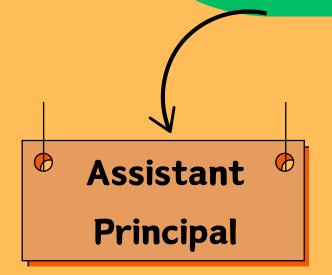
- Reporting an absence / attendance queries
 - School Clubs including wrap around care
 - Payment queries
 - Medication/injuries
 - Appointments
 - Dinner queries

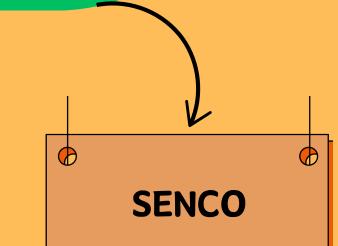
Step 2

Assistant Principal and SENCO

Mrs Hill / Mr Ginder

Mrs Pitt





- 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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Communication Information







Step 3

Head of School and DDSL

Mrs Attwood

- Safeguarding concerns
- 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 and DSL Mrs Grubham

- ALL safeguarding concerns including mental health and wellbeing, school nurse referrals, external agency referrals and financial support.
- 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 - Mrs Grubham

Mandy.Grubham@st-johnbosco.sandwell.sch.uk

Deputy Designated Safeguarding Leads - Mrs Attwood, Mrs Hill and Mr Ginder

Jessica.Attwood@st-johnbosco.sandwell.sch.uk / Bethan.Hill@st-johnbosco.sandwell.sch.uk /

Shane.Ginder@st-johnbosco.sandwell.sch.uk

School telephone:

Please contact the office on 0121 556 0228