



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 Hill / Mr Ginder

Mrs Pitt

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**

St. John Bosco's



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