

Pendock School Contact Procedure

1

- **Class Teacher** - issues relating to provision in the subject and/or homework to share information/ pastoral concerns/ lower level curriculum concerns

2

- **SENCO** - issues relating to Special Educational Needs provision, requests for further assessment or intervention/mediator contact with external agencies.

3

- The above contact procedure endeavours to deal with all concerns raised by parents/carers. However, in the unusual event that this is not possible we can arrange a joint meeting between yourselves, the SENCO and the Head Teacher.