



BREDA ACADEMY



'What to do if ...'

A Guide for Parents and Guardians

(parents should allow at least 24 hours for a response from a teacher)

I have a concern about my child's progress / work / homework in a subject.

Contact the school office and ask to speak to the **Subject Teacher**.

My child tells me he / she has no homework in a subject.

If the problem persists or if you still have concerns, then contact the school office and ask to speak to the **Head of Department**.

I have a concern about my child (e.g. a bullying issue, he / she does not want to come to school, has become withdrawn, etc.)

If you still have concerns after speaking to the Head of Department, then contact the school office and ask to speak to the **VP Curriculum**.

There are home circumstances which may be affecting my child's school work.

Contact the school office and ask to speak to the **Head of Year**.

I have a child protection concern about my / a child's safety.

If the problem persists or if you still have concerns, then contact the school office and ask to speak to the **Head of Key Stage 3 or 4** or to the **Senior Teacher for Key Stage 5**.

I have a pastoral concern that is not a child protection issue.

Contact the **Designated Teacher for Child Protection (Mrs Scott)** or the **Deputy Designated Teachers (Mrs McWilliams and Ms McMullan)**.

I have a concern relating to a special educational need (SEN).

Contact the school office and ask to speak to your child's **Form Tutor**.

We are moving house / have a new number.

Contact the school office and ask to speak to the **SENCO (Mrs Begemann)**.

My child has been absent due to illness.

Pass on the information to the office staff via telephone, email or letter.

I need to take my child out of school during school hours.

On the first day of absence, phone the office and leave a message for the **Attendance Officer**. Upon his / her return to school, complete an '*Explanations for absence*' slip in the homework diary.

Appointments should be kept to a minimum and only in exceptional circumstances. Pupils should be in school before / after appointments. A note from the parent / guardian **must be given to the Form Tutor** by the child. A permission slip will be given to the pupil and he / she must sign out at the school office before leaving. Pupils should return to school after the appointment if it finishes before the end of the school day.

School's telephone number - **028 90645374**

Email - info@breda.belfast.ni.sch.uk