**PROCEDURES IN PLACE TO SUPPORT YOUR CHILD**

Dear Parents,

Throughout the school day, you will be aware that children have fall outs. Some are resolved pretty quickly with an apology and an understanding that we need to treat each other in a kind and thoughtful manner. Sometimes the incidents can be more serious and we may need to discuss the incident with you and the consequences that have been given. We endeavour to involve you in these incidents and we hope collaboratively we can work together to support the children to make the right choice within our school family.

**Please could we ask you to follow these procedures:**

* **If your child comes home and talks to you about an incident they were involved with in school, please discuss with them whether they have informed an adult about the situation and how things have been resolved.**
* **If no adult has been alerted to the problem, please encourage your child to speak to their class teacher the following day rather than instantly phoning school to discuss the situation. The children are aware of how we report an incident they feel unhappy about and we have these procedures in place to support the smooth running of St Bernadette’s. We are mindful that the younger children do not always have this independence, but the class teacher is always available, first thing in a morning, if you need to speak to them urgently or you can write a quick note in the diary.**
* **Please can we request that if there has been an incident, involving your child, that you feel has not been dealt with satisfactorily, come into school and have a chat with the teacher first and then if you feel the situation has not been resolved, come and speak to either of us. We would never be comfortable with you approaching a child in school and discussing an incident that may have occurred concerning your own child or contacting the parents directly as this can escalate the situation.**

We have always prided ourselves, here at St Bernadette’s, with an open door policy and we welcome the opportunity to investigate thoroughly and resolve issues before they escalate.

Thank you for your continued support in encouraging your children to live out our school mission statement.

**‘”** To foster sound personal relationships among its members – staff, pupils, parents and governors – in a Christian environment”

Yours sincerely





Alexis Satterthwaite

Karen Pearson

Acting Head teachers