What Greengate Lane Academy expects from you as a parent/carer

Tell us if:

- There is anything in your child's life that we need to know. Things that happen outside school can affect your child while they're with us. Please talk to us – we might be able to help.
- There is a reason why your child is not attending by ringing the school on 0114 2848322 on the first day of absence.
- If your child no longer needs his/her school place.

What YOU can expect from Greengate Lane Academy

- A safe, quality learning environment that meets Ofsted regulations and operates under Safeguarding Children legislation & guidance.
- While your child is in our school, we will be taking good care of them and we will talk to you about anything important that we observe.
- Regular, efficient and accurate record keeping.
- If your child transfers to another nursery or school, we will share any important information with them that will help to support your child's move.
- Contact from us when your child hasn't attended and you have not let us know the reason for their absence.
- Prompt action to any problem you tell us about.
- Support and assistance from staff when needed.

For more information please contact:
Wendy Wheldon, 0114 2848322

Important Information For Parents/Carers

Working Together to Safeguard Children

Greengate Lane Academy

is committed

to helping all children do well

Important information for you and your child

The Children Act 2004 introduced new ways to help and support children, young people and their families. These processes include

Information Sharing
Common Assessment Framework
SafetyNET+
Multi-agency Working

This leaflet helps to explain these processes to you. Ask us for more information.

Information Sharing

It is usual practice for workers supporting your child to talk to each other and share relevant information. We will also talk to you about your child so that we can all work **together**.

The government's Every Child Matters programme states that agencies need to work together better and identify support needed at the earliest stage possible. This should help to organise support much sooner for your child. If different agencies are working with your child, it makes sense for them to talk to each other. If you are worried about this or want to know more, please talk to us.

Common Assessment Framework (CAF)

This is a **process** that helps to identify any support needs your child may have and **includes your thoughts and ideas**. This information can also be shared with others working with your child to save you explaining things over and over again. It will usually involve **one or two meetings with you** where a CAF form is completed. This assesses your child's individual circumstances and helps to identify any needs, prompting a discussion about how they may be met.

Ask staff at **Greengate Lane Academy** to show you a CAF form so you can see what it involves.

Multi-agency Working

If different agencies are working with you it's sometimes useful for you all to meet (at a place and time that is convenient and comfortable for you) so that a support plan for your child can be agreed.

This way everyone can keep up to date, here your views and work together better, keeping the focus on your child's needs. Sometimes a worker will agree to co-ordinate the support for your child – this is called the 'Lead Professional' role.

Let's work together!

If any parent/carer has any concern about the safety of any child in school, there are people who can help.

Wendy Wheldon
Paul Cross
Nick Warrener

All these people are happy to help. If none are available, the staff in Reception will always offer support to contact the appropriate staff.

Further information/guidance can be found at:

www.safeguardingsheffieldchildren.org.uk