

Slough and Eton C of E Business and Enterprise College Home-School Communication Flow Chart



Learning Concern (Subject Teacher)	Pastoral Concern *	Concern relating to particular special educational needs	Safeguarding	Concerns relating to a member of staff	Concerns & queries relating to school administration
Please contact your child's subject teacher in the first instance.	Please contact your child's Form Tutor in the first instance.	Please contact our SENCO Mrs Sandhu who will arrange a meeting with you.	Please contact our Designated Safeguarding Lead and Assistant Headteacher Mrs Goodyear	Please contact our Senior Deputy Headteacher Mr Leane	Please contact the Admin Manager Mrs England
If the Class teacher has been unable to resolve your concern please contact the Curriculum Leader.	If the Form tutor has been unable to resolve your concern please contact your Head of Year.	nsa@slougheton.com	cgo@slougheton.com	ale@slougheton.com	head.pa@slougheton.com
If you feel the Class Teacher or Curriculum Leader has been unable to help please contact Mr Thatcher, Deputy Headteacher. stt@slougheton.com	If you are not satisfied with the outcome after following the above steps please contact Mr Culkeen, Deputy Headteacher. shi@slougheton.com	<i>This might apply where a concern is related to a special need, and you feel an adjustment may be required to support successful learning e.g. issues related to the autistic spectrum/dyslexia or dyspraxia or physical disabilities.</i>		Mr Leane will take full details from you and raise your concerns with Mr Collins, Headteacher	
Please make an appointment to see our Headteacher, Mr Collins if you still have concerns after following the steps above. Any formal written complaint must be addressed to Mrs D England who will pass this to the Headteacher who will investigate this in accordance with our Complaints Policy complaints@slougheton.com					
When contacting the school please give as much information about the background of your concern or complaint as possible, including who or what it involves and what you would like the outcome to be.					
In the first instance for all contact please use the email reception@slougheton.com and this will be directed to the appropriate person in the school. You can always contact the school on 01753 520824.					

*Pastoral care covers our support of your child's emotional wellbeing and helping them with any personal problems they may be experiencing at school.