



Early Support

At Southwick Church of England Primary School, there are various forms of early support we can provide if you feel that you or your family may need it:

- **'Open Door' policy:** we operate an open door policy, which means that if you would like to speak to us we will make every effort to see you straight away. If this is not possible you can make an appointment.
- **Parent/carer 'drop in':** – come and see the headteacher (appointments not always needed), if you need support with your child's learning, behaviour or anything else that you may be worried about.
- **Talk Time:** if your child has any worries encourage them to talk to their class teacher. They may get them to speak to our ELSAs (Emotional Learning Support Assistants): Mrs Grant, Mrs Goodier and Mrs Lane.
- **Early Support Assessment (ESA):** an ESA involves listening to you to find out what help you need and talking about what is working well in your life. Based on what you say and what help you would like; a plan is formulated so that professionals can work together to make sure you get the right sort of help. Mr Cook or Mrs Woodford meet with parents/carers to carry out an ESA.
- **Referrals:** to outside agencies such as parenting courses, our School Parent Support Advisor and the Children's Centre.
- **Parent Support Advisor:** Miss Webb is our parent support advisor. She is available in the mornings for drop ins and runs coffee sessions once a month on a Monday. You can ask to meet with Miss Webb for a one to one session, either as a one off or as part of ongoing support.
- **Support: we can help you** complete forms and other paperwork such as: admissions to Secondary school and free school meal applications.
- **Attendance:** The Headteacher also liaises with the Educational Welfare Officer (EWO) on issues relating to attendance and punctuality. When a child's attendance or punctuality becomes a concern, the first contact will usually be the Headteacher. Parents are requested to let us know if their child is in school, by email (admin@southwick.wilts.sch.uk) or telephone. Mrs O'Brien will ring individual families if a child is not at school by the end of registration.