

March 2024

Dear Parent/Carer

Student support at Denefield

I would like to give you a brief overview of the school's support systems so that, if you need to contact the school, you know who to get in touch with. I hope it is useful.

1. Your child's tutor

Your child's tutor is usually the first point of contact if you have any questions about their education or welfare.

2. Welfare Managers

Mrs Cook KCK@denefield.org.uk students in Kentwood House and Sulham House
Mrs Hill THL@denefield.org.uk students in Langley House and Norcot House
Mrs Wilcox WLX@denefield.org.uk primarily students in receipt of the pupil premium and children looked after by the local authority, across all houses.

3. Attendance

Mrs Fox GFX@denefield.org.uk is our Attendance Manager. She works with students and parents/carers to promote good attendance at school for every student, and is the person who receives any absence messages when a student is not well enough to attend school. Miss Sharp also works with Mrs Fox.

4. Medical and first aid

Support and arrangements for students' medical conditions are overseen by Mrs Glanville AGE@denefield.org.uk. Miss Sharp also works with her to ensure medical plans are up to date and to deal with first aid emergencies. We have four further first aiders, all of whom have other full-time roles within the school, to help out if called upon.

5. Safeguarding and child protection

Mrs Williams AWS@denefield.org.uk is the Designated Safeguarding Lead, with Mrs Hill, Mr Towill and Mrs Holley as Deputy Safeguarding Leads. All concerns about safeguarding come to this team, who work closely with Welfare Managers and service providers to help students be safe. Our email address listening@denefield.org.uk is monitored daily for parents/carers and students to report any concerns.

6. Behaviour and culture

Each house has a Head of House and Deputy Head of House. They work with students to create a positive culture of learning, respect and engagement:

Kentwood House:	Mr Wright	Kentwoodheadofhouse@denefield.org.uk
	Miss Pavanel	Kentwooddeputyheadofhouse@denefield.org.uk
Langley House:	Mr Beard	Langleyheadofhouse@denefield.org.uk
	Mr Adango	Langleydeputyheadofhouse@denefield.org.uk
Norcot House:	Mrs Hallows	Norcotheadofhouse@denefield.org.uk
	Dr Mills	Norcotdeputyheadofhouse@denefield.org.uk
Sulham House:	Miss Plumpton/ Mrs Holley	Sulhamheadofhouse@denefield.org.uk
	Mrs Arias Martin	Sulhamdeputyheadofhouse@denefield.org.uk

Mrs Basden and Mrs Pavey are also part of this team, working with students to help them develop a positive learning culture and be successful at school.

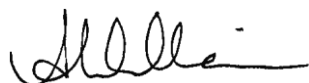
7. Special educational needs and disabilities (SEND)

Mr Burrows CBS@denefield.org.uk is our SENDCO with Miss Molyneux, who is in charge of the Edison Centre. The Edison Centre is also staffed by a number of specialists in literacy and learning support as well as in careers and primary to secondary transition.

8. Everything else

For questions about your child's learning in specific lessons, please contact the teacher directly. If in any doubt about who to speak to, please contact main reception where our reception/admin team will be happy to help you.

Yours sincerely



Mrs A Williams
Designated Safeguarding Lead