

Before you ring the school

Say what you've noticed, and leave out what you've concluded. If a school knows what you've seen, it can look out for it too.

WHAT I HAVE NOTICED, WITH DATES

Date

What I saw or heard

For example: "She has come home without eating her lunch most days for three weeks, and has asked twice if she can stay at home."

WHAT I WOULD LIKE TO UNDERSTAND

WHO I AM SPEAKING TO

☐ Form tutor

sees her every day; the first call for most things

☐ Learning support

if she has, or may have, a special educational need

☐ Head of year

if it's about more than one lesson, or isn't getting better

☐ Designated safeguarding lead

if it is about her safety, including anything a member of staff did that frightened or hurt her: the same day

WHAT THEY ARE SEEING

WHAT WE AGREED, AND WHEN WE SPEAK AGAIN

Anything at home that's changing (a separation, an illness, a bereavement, a move) is worth mentioning briefly, because a school can only make allowances for what it knows about. You don't need to give details.