



Coleridge Primary School: Concerns and Complaints



Concerns regarding your child:

If you have any concerns regarding your child, your first protocol would be the class teacher, who will inform the SENCo. However, you can directly contact the school SENCo (S Ahmed) on:

01709 828988

s.ahmed@coleridgeprimary.org

The other option is to fill in a concerns form, you can find this on our website, in the SEND information section (SEND Concerns form).

You can obtain impartial information and advice from the SEND information, support and advice service. The contact details are:

www.rotherhamsendiass.org.uk Tel: 01709 823627

SEND Concern Form

Name of Child	Year/Class
Person Referring the Child	Relationship to Child
Please tick which SEND(s) are causing concern: <input type="checkbox"/> Communication and interaction <input type="checkbox"/> Cognitive learning <input type="checkbox"/> Social, emotional and mental health difficulties <input type="checkbox"/> Senses and/or physical difficulties <input type="checkbox"/> Other (please specify)	
Please briefly explain any issues the child is having	
Please detail any advice or ongoing issues that the school should be aware of	
Form Completed by:	Signature: _____ Date: _____

FOR OFFICE/INCLUSION TEAM USE ONLY

Please detail action to be taken	
Number of staff to carry out action	Proposed date of completion
Agreed	Date:
Action of action	
Quality reviewed by:	Signature: _____ Inclusion Lead: _____ Date: _____

Complaints:

Complaints about SEN provision in our school should be made to the class teacher or SENDCo in the first instance. If you continue to have worries, then you should speak to the Head Teacher about your concerns. If you still feel that you have concerns, then the school SEN Governor can be contacted for support by phoning school and they will make arrangements for you to meet with the governor. If you feel that you are still unhappy about the SEN provision that your child is being provided with and would make a formal complaint this would be made through our complaints procedure. Please see the Complaints policy

You can also find the information on the following website:

<https://www.gov.uk/complain-about-school/sen-complaints>