



Brentwood School

Working with Parents & Guardians

As Brentwood School parents and guardians, you are able to contact us directly within the Learning Support department either by phone on 01277 243 (Ext.307), by email (see below for individual contact details) or through arranging a meeting in person.

You are able to contribute to your child's Learning Plan, allowing our staff to provide students with the most appropriate and beneficial individualised support. We welcome communication and endeavour to make you feel confident and assured that your pupil is receiving the best provision here at Brentwood School.

If we you unable to immediately make contact with members of the Learning Support department, please leave an answerphone message or email and we will endeavour to get back to you as quickly as possible.

Transitions

For pupils entering the Senior School from the Prep, the Learning Support department is in regular contact with the SENDCO and any information is passed on as the child transitions, including any existing provision, strategies and helpful information for future staff supporting that pupil.

We also offer Open Days and Evenings for which new pupils, entering the Year 7 cohort and their parents/guardians are able to meet with members of the Learning Development team and ask any questions they may have.

Alternatively, please feel free to contact us on 01277 243 (Ext. 307) or the Admissions department to arrange a visit or meeting with our SENDCO and team to ensure you feel confident Brentwood is the best educational environment for your child.

The Year 7 cohort are situated, in terms of form rooms within the same block as the Year Team Office allowing for easy access and communication across key staff and departments and helping to provide the secure transitional year our new students benefit from hugely.

Reporting Concerns

Should you have any concerns about student provision or regarding diagnosis or SEND information for your child, please do not hesitate to contact the Learning Support department on:

- 01277 243 (Ext 307)

Or to contact us individually:

Mrs Rose Harvey

Head of Learning Support and SENDCo

ROH@brentwood.essex.sch.uk

Mrs Gemma Robertson

Special Assessor and Exams Access Arrangements Administrator

SIS@brentwood.essex.sch.uk

Learning Support Department (all staff)

staff-learningsupport@brentwood.essex.sch.uk

If you leave a message on our answerphone system, we will endeavour to get back to you as soon as possible.