**Q. What is the role of my child's Pupil Support Teacher?**

A. Principal Teachers of Pupil Support were formerly known as Guidance Teachers. They are the 'go to' person for parents/carers and pupils as their role in school is to assist and support your child with all matters connected with their life in school and beyond. They are your main point of contact in school and any queries or correspondence should be directed to them in the first instance. Good communication is key to supporting your child so please keep their Principal Teacher of Pupil Support informed of any matter that you think is important and please feel free to contact them with any questions you have.

Our Principal Teachers of Pupil Support are highly skilled and trained colleagues who monitor attendance, facilitate additional support for pupils and provide a valuable link between parents and subject teachers.

**Q. How do parents' evenings differ from those at Primary schools?**

A. At Williamwood, we have one parents' consultation evening per year group per school session. The dates for these evenings are on the school calendar on our website.

* Parents' evenings take place on a Tuesday or Thursday and begin at 4pm and conclude at 6.30pm.
* Pupils make appointments for their parents and teacher. These appointments last for five minutes with a five minute gap between appointments and therefore a parent/carer would expect to spend approximately sixty to ninety minutes in school.
* Consultations take place on the ground and first floors of the building. Parents are provided with a map on arrival.
* Senior pupils are available to assist.
* We encourage pupils to attend along with their parent/carer as this results in a more meaningful dialogue.

**Q. What are the procedures for ensuring that my child can take medicine when at school?**

A. These procedures can be found on p.28 of our handbook which can be found on our website.

**Q. What is the school's mobile 'phone policy?**

A. Pupils are allowed to bring mobile 'phones into school but this is at their own risk. Pupils are allowed to use their 'phone to listen to music or play games at intervals and lunchtimes however they are not permitted to take photographs or record images when in school as this could put your child and other children at risk.

**Q. What are the procedures for 'phoning in a pupil absence?**

A. ‘Phone in to the school office (577 2500) if your child is unwell/absent AND when your child is returning from an absence, please send a confirmation note.

**Q. What are the procedures for informing the school of a medical appointment for my child?**

A. Parent/carer should send a letter into school with their child stating the date and time of the appointment, where they are going and when they should be expected back. The pupil will then give the letter to their PT Pupil Support for signing. They should use the letter to excuse them from class and then hand it in to the office as they leave school.