

## What to do if .....

Problem	What to do
I am ill or have to be off school for an important reason?	Ask your parent/carer to text or email school and leave a message. Ask your parent/carer to put a note in your planner.
I am late?	Sign in at reception.
I am being bullied or I know someone who is?	TELL SOMEBODY – Peer Mentors, your Form Tutor, your Learning Co-ordinator or Learning Co-ordinator Assistant, any teacher or member of staff.
I don't feel well or I get hurt?	Tell your teacher if you are in class, or go to reception at break or lunchtime.
I don't feel safe.	Talk to any adult in school I trust.
I have an appointment and need to go out of school?	Tell your teacher, show your planner with a note in from your parent/carer and go to reception to sign out.
I have a personal problem that I want to talk about?	Tell a member of staff you feel comfortable with, perhaps your form tutor.
I have lost my planner / bag / PE kit?	Go back and look where you last remember having it. Ask members of staff in that area. Ask the Learning Co-ordinator Assistant for your year. Ask at reception after you have done those things.
I don't understand my work?	Explain to the teacher or Learning Support Assistant as soon as possible.
I have forgotten my homework or something else important?	Find or email the teacher as soon as you can and let them know before the lesson if possible.
I have forgotten my Frog password	See our IT technicians in the IT office.
I have a query with my Option choices.	See my Form Tutor, Learning Co-ordinator, Learning Co-ordinator Assistant or Miss Braithwaite, Deputy Head.
I have a query with a virtual consequence.	See your Form Tutor, Learning Co-ordinator or the Learning Co-ordinator Assistant for your year.
There is a trip and my parents/carer can't afford the trip.	Speak to your Learning Co-ordinator or Learning Co-ordinator Assistant.
If you are not sure what to do at any time, talk to your Form Tutor, Learning Co-ordinator or the Learning Co-ordinator Assistant attached to your year.	