



Croeso



Meet the Tutor Evening

Key Staff



Donna Brown - Learning Leader

Matthew Robbins - Pastoral Guidance Worker

Cheryl Hopkins - Pupil Welfare Officer / Named First Aider

Jenna Morris - Learning Leader Support

Rob Williams - ALNCo

Olivia Kennedy-Braddock - Learning Support Manager

My Role



Additional Support Mechanisms:

- CHAT
- Learning Centre
- y7support@olchfa.org.uk

My Role



As Learning Leader, my role is to:

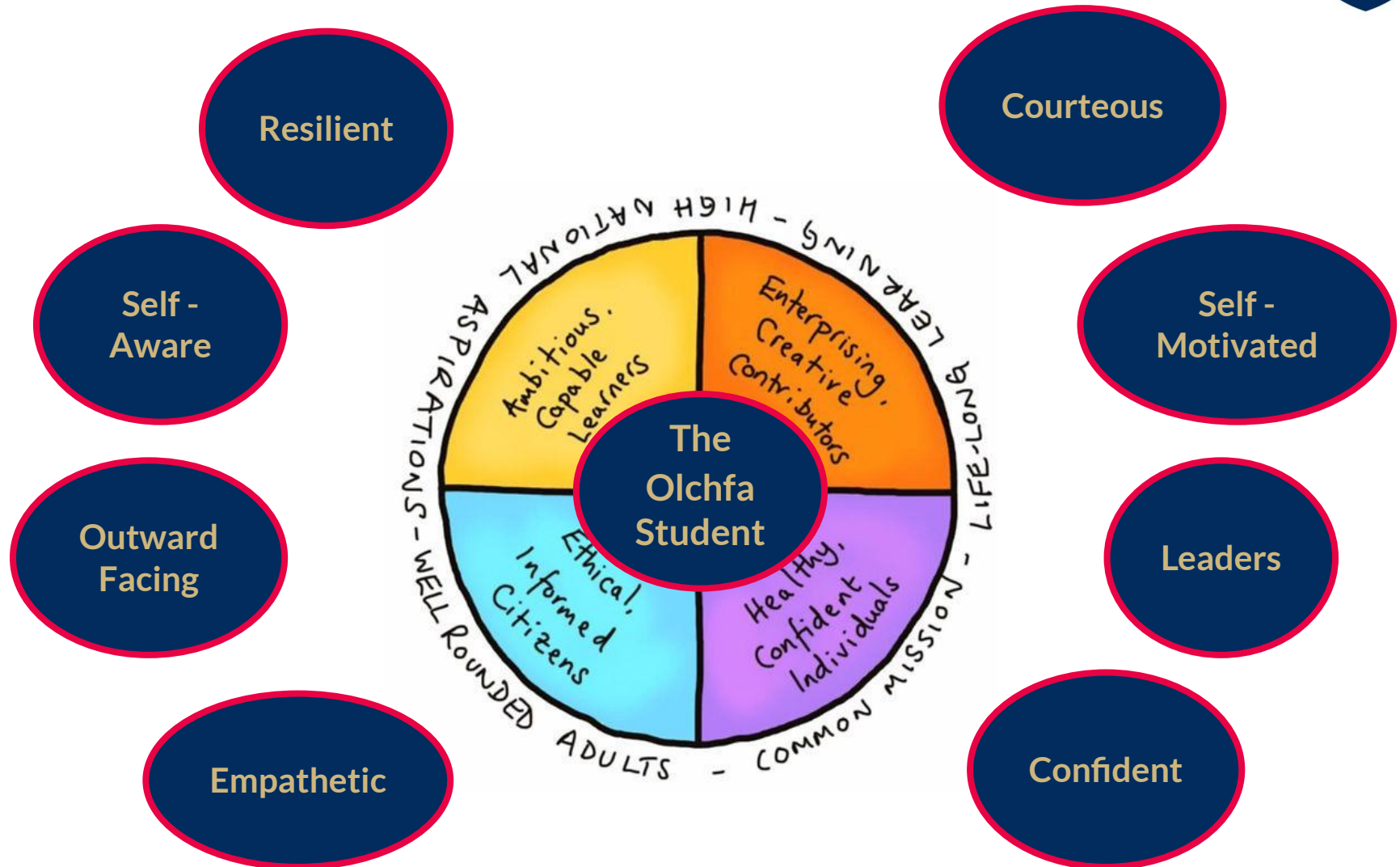
- Support pupils as they settle.
- Monitor wellbeing, progress and engagement across the year group.
- Work with staff to respond to any concerns that arise.
- Celebrate pupils' achievements, and successes.
- Provide advice and support to pupils and families when needed.
- Help pupils to develop independence and resilience.

The Role of the Form Tutor

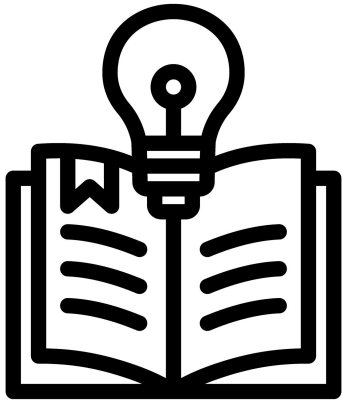


- Sees your child every day
- Is an important first point of contact between home and school
- Helps with everyday questions, routines and organisation
- Celebrates achievements and progress

A Shared Vision



The Goal



Ready



Respectful



Safe

Admin Matters



- **Appointments** - Pupils must make their way to reception at the appropriate time. Appointments should be recorded in advance; app, email or planner. Front gates are to be buzzed on arrival. Year 7's are not permitted to leave school unless collected.
- **Preloved items** - Email to be sent in with order/size and reception will process requests in date order, dependant on stock
- **Parking** at the front of the school should be avoided at the start and end of the school day due to high volume of traffic.
- **IT** - We use three apps in school. Any changes in email address, mobile number and home address of parents/carers must be advised asap as the apps will not work.
- **Lost property** - Please label clothes. If items are lost then pupils should retrace steps where possible. Named items will be returned to forms if found.

Working Together



Please encourage your child to:

- speak to their form tutor when they need help
- come to school ready, on time and correctly equipped
- tell us when something is worrying them

Please contact us if:

- a concern is ongoing
- something changes at home that we need to know about
- you feel your child needs additional support