



Living by our Christian Values of

Peace
Trust
Love
Hope
Friendship



Headteacher: Mrs K.L. Lewis BEd Hons NPQH
Chair of Governors Mrs Sara Miles

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8th November 2018

Dear Parent/Carer,

We value the importance of building positive relationships with parents, carers and families within our school community.

Beginning this half term, Miss Holloway Davies, an experienced TA already employed at Conover and St Edward's, will be stepping into a new role.

She will be acting in a family liaison and support role whose job it is to support children and their families and reduce barriers to learning.

These barriers to learning may be a result of something happening within the school or externally.

Miss Davies will work alongside teaching staff and existing pastoral systems to provide an extra layer of support for pupils and their families.

Key Tasks to support families:

- Under guidance from the Head Teacher and the Senior Leadership Team, to engage with vulnerable families in order to formulate a package of support.
- To act as a point of contact in school for families in need of support.
- Signposting for families and refer for support when appropriate.
- Liaise professionally with external agencies when necessary.
- To complete Early Help Forms with families in order to assist them in seeking the most appropriate support.

Miss Davies will be available for you to meet with on Mondays, Thursdays and Fridays between 8.45 and 9.15am.

Yours sincerely

Kerrie Lewis
Headteacher