

Updates from The Associate Headteachers



September 2025

Thank you to those who attended the Parent Coffee Morning last week and for being so open and honest in your feedback, which we do intend to consider carefully in order to help the school to work in partnership with parents.

**Associate Headteachers
Lara Parr & Gill Marrion**

Parent Liaison Officer

We have been very grateful that Viv Curtis - Parent Liaison Officer - has commenced working at Glenwood School this week.

Viv is seconded by Astrum MAT for the duration of the school year and will be based working at Glenwood every Monday and Thursday going forwards.

The role of a Parent Liaison Officer is to support teaching staff and families with non-educational matters, for example, attending CINs, signposting parents to services, promoting parental engagement through events/information sessions, liaising with external agencies to support pupil wellbeing, assisting families with completion of forms, charity applications, being a point of contact for parents for non-educational concerns, etc.

Communication

Please could the school kindly request that you communicate with Class Teachers, in the first instance - via home/school books and/or email. If anything cannot be resolved at this level, please do contact your young person's Assistant Headteacher, according to the following class corridors;

Red Classes - Gill Marrion (Associate Headteacher)

Yellow Classes - Michaela Hembling

Blue Classes - Louise Blackwell

Purple Classes - Chloe Stewart

Green Classes - Laura Gordon-Rust

If something then needs to be escalated to the Headteachers, Assistant Headteachers will be able to support with this.

Thank you to all of those who shared useful feedback and ideas about how the school can better engage with parents. We heard that 'quality over quantity' was important to you all and that use of the Evidence for Learning app was successful when consistently used. We will be looking to host further Parent Coffee Mornings over the coming months to work on this together. We are also looking to host a 'Meet the Teacher' evening, before half term so that you can come into school and discuss your young person directly with their class teacher - details of this will follow asap via a letter.



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Attendance Policy

The Policy has now been updated. We shared that it is important to fulfil our legal duty to ensure full attendance from all learners where possible, however, we do recognise that for learners with SEND, there are additional and complex barriers to this. We would like to reassure parents that all cases where learner attendance falls below 90% (classified by the government as persistent absence) or for learners struggling with mornings/afternoons, we will be looking at on a case-by-case basis and working together with families to offer positive support and guidance to improve learner attendance in these instances.

Likewise, requests for term-time leave/holidays will be considered on a case-by-case basis. Again, we recognise how challenging it is for families and our learners to engage in holidays during peak seasons, however, we do have a legal duty to only authorise in exceptional circumstances. The more detailed information you can provide us with, the better this enables us to make an informed decision as to whether to authorise or not.

Learner absences must be reported before 9am via either:

- Calling the school office on 01268 792 575
- Emailing attendance@glenwood.essex.sch.uk

Annual Reviews

Glenwood School are making some changes to the way Annual Reviews are conducted. We are going to be using the highly recommended 'Person Centred Review' format, widely regarded for keeping children/young people with SEND at the heart of all decisions and outcomes, positively creating opportunities for everyone to contribute, encouraging creative thinking and solutions and leading to the creation of a shared vision and plan of action. You will be offered a virtual Teams Meeting for 2:30-3:30pm. This is a new strategy to support us to keep teachers in class during the majority of the school day, teaching pupils as meetings can be disruptive to learning and the flow of the day. We would kindly remind parents that an annual review only happens once a year and so, if you are able to accommodate this timing, we would be very appreciative. If you are really struggling, however, please do let us know and we will do our best to accommodate a different time and/or face-to-face.

The Class Teacher will give you a call 1-2 weeks prior to the Annual Review to run through key content and to fully prepare you for what is to come.

Essex SEND Team have been very positive about the new format, particularly as the paperwork is succinct and captures the right information to keep the LA informed of each young person's provision, in accordance with their EHCP.

We do intend to offer termly opportunities, alongside the Annual Review process, for you to come into school and liaise with your young person's class teacher to keep you informed of everything that they are learning within the school day.

Date To Remember

Friday 14th November - Dress up and donate towards Children In Need

