

### **3 How can I let the school know I am concerned about my child's progress in school?**

- If you have concerns about your child's progress you should speak to your child's class teacher initially. Talk to us, don't worry or bottle up concerns. Appointments are readily available to discuss any SEND concerns.
- If you are not happy that the concerns are being managed and that your child is still not making progress you should speak to the Inclusion Manager or Headteacher. We have an Open Door policy and aim to resolve any issues swiftly and in person, often coming to mutual understanding and agreement.
- If you are still not happy you can speak to the school SEND Governor. Our complaints procedure is on our website ([www.lincewood.essex.sch.uk](http://www.lincewood.essex.sch.uk)) or available from the school office on request.