

What some parents have said:

... always at the end of the phone whether good or bad.

... comfortable to talk to, reassuring and supportive.

... a very lovely lady and very welcoming.

... I am so thankful for all the help, advice and support given.



What some children have said:

Mrs McKee

... is a miracle worker. If you're sad she sometimes calls in your parents and the problem is solved.

... has helped me concentrate on my work by talking to people that could help me with my behaviour. She helps me to explain all my problems.

... has helped us when mummy's been ill.

... is calm and understanding. She's a lifesaver.

... helps me, she sorts things out for me and my family. It makes me happy.

The role of the Family Liaison Officer is probably best summed up by this parent:

'Sometimes life throws us some challenging stuff which can be difficult to deal with. I was glad to go to our school family liaison officer who I was able to talk things through with, find a solution and was always pointed in the right direction. And all is confidential. It doesn't always have to be directly about school life for your children, other things in life might be affecting them too. I was therefore able to help my daughter through a situation which was affecting her at the time in and out of school. I would highly recommend this to any parent struggling to understand a situation or just wanting extra advice.'



Family Liaison Officer

Mrs Tracey McKee

01646 692894 or 07867506515

Other support in school: Additional Learning Needs Coordinator, Emotional Literacy Support, Counselling, School Nurse, First Aider

We are all here to help.



Gelliswick Church in Wales
VC Primary School

Gelliswick Church in Wales VC Primary School Family Liaison Officer

'You really helped me. You're really kind. I can talk to you; you're the best to sort it out.'

Mrs Tracey McKee

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Family Liaison Officer

We know that as parents you may worry, or have queries, about your child.

As a school we have an open door policy, but we would still like to have more time to talk to and meet with parents. Most staff in school are busy working with pupils in lessons, but will certainly make arrangements to meet with you or phone you at a later time.

However, sometimes both you and we want to be able to deal with something quickly, or spend time on a more complex set of circumstances. This is why we employ a Family Liaison Officer.

The role of the Family Liaison Officer is to help support children and families:

- with attendance at school (please see opposite),
- through any difficulties or worries that may occur at school,
- with concerns outside of school that may affect the children and their learning,
- with liaising and planning with teachers.

Nick Dyer
Headteacher



The Family Liaison Officer at Hakin Community School is: **Tracey McKee**



Hi. My office is at the front of school. You will need to go to reception to get in to see me.

My phone numbers are on the front and back of this

leaflet. Unfortunately my mobile does not work well in school so it would be best to phone the school number if you want to talk to me quickly.

I offer a listening ear and can help support with a wide range of matters. I have offered advice, support or signposting for:

- medical appointments and/or difficulties
- a family member being away from home for any reason
- bereavement
- not fitting in
- housing
- bullying
- money worries



It could be something else entirely - please do get in touch.

Attendance and registration

We know that children do so much better in school when their attendance is good and consistent. We also know there are times when absence is unavoidable, and it may be something we can help with.

Please contact us if there is any reason your child cannot be in school. Absence will be authorised for sickness, unavoidable medical or dental appointments, days of religious observance, or exceptional family circumstances.

Gelliswick VC Primary School phone number is

01646 692894

Or my mobile number you can call or text 07867506515



If we receive no reason for absence or lateness we will contact you via text and phone calls.

Your child's absence may have been for an unauthorised reason. We'd rather you contacted us so we can plan ways to help you with this, rather than to ignore it.

If you are experiencing any problems in getting your child to school, please contact us; we are here to help you.