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Castle Hill School

An Academy within the
Interaction and Communication Academy Trust

Principal - Steve Perren

Family Liaison at Castle Hill School

My name is Sally Metcalfe and I am the Family Liaison Officer at Castle Hill School.

My role involves working directly with the families of children and young people in a variety of ways. I support the parents and carers group which meets socially each Wednesday morning from 10.00 am – 11.00 am, please come along and join us if you can. I arrange training sessions facilitated by school staff on a variety of different subjects that are held throughout the year. These activities support teaching and learning in home and school settings and are of great value.

This year school has been able to offer a pamper session for parents and it is hoped that this will be something that is repeated annually.

I work directly with parents who may need support accessing funding for equipment or completing challenging paperwork including DLA and Education and Health Care plans. I make referrals to social care and the request of families in order to try to find resolutions to challenging circumstances for families. I am a Deputy Safeguarding Lead and so work with the whole school, multidisciplinary team and families to ensure the safety and well-being of our students. As part of the safeguarding team in school I facilitate training sessions and support for staff to ensure everyone is aware of their responsibilities and duty of care for all students.

I also consult with families to establish their needs in order that we may work with young people in a way that will directly benefit the family as a whole.

I facilitate a crèche for babies or young children with learning or physical difficulties who need access to hydrotherapy and the skilled staff in school who can offer help and advice in a friendly informal play session. I work alongside our pupil premium coordinator to find enriching and exciting extra curriculum activities that enhances learning opportunities for students.



I also work with the wider multi-disciplinary team all of whom have a vital part to play in the wellbeing of our young people. These include the school nursing team, physiotherapists, occupational therapists, social care, consultants, wheelchair technicians, equipment reps, Kirklees council and many more all of whom have an interest in a child or student of this school.

I hope this letter gives you an idea of my role here at Castle Hill School. Please don't hesitate to contact me for any further help, advice or guidance.

Yours sincerely

Sally