



16<sup>th</sup> April 2018

Dear Families, Parents and Carers

Since the start of my role as family support worker for Maltby Hilltop School I have been looking into ways in which we can support our young people and families.

After linking with family support workers throughout the special schools in the borough we have decided to share their good practice and develop Keyworkers throughout school and provide a tiered system of support.

The aims of providing a key worker are to:-

- Enhance communication between home and school
- To establish and foster good relationships with families
- Directly work alongside families to support them and enable referral to further support and sign posting to other services
- To provide support early and refer for specialist support/help when needed to hopefully minimize crisis situations from developing
- Have a familiar link person in school who you feel at ease talking to/sharing concerns with

Each of our students will be allocated a keyworker. The person allocated to you will depend on the level of support your child/family require.

The Tier system will work in the following way:-

<b>Tier1 Teaching Assistant support</b>	<b>Tier2 Class Teacher Support</b>	<b>Tier2 Family Support Worker</b>	<b>Tier3 Senior Leadership Team Support</b>
6 weekly phone call home	Classroom questions/issues	Referrals for early help	Looked after Children
Daily dairy entry	Educational questions/issues	Signposting to other services	Safeguarded Children
Refer on to T2 & T3 if appropriate	Referral for more support	Referral & working with specialists in school to support : Behavior Sleep Communication Makaton Extended Services	Working alongside families to improve attendance.  Children with very complex needs which have a big impact on the families.
		Support form filling	
		Working with families to improve attendance	

We are hoping to start this system from Monday 23<sup>rd</sup> April 2018. You will receive a message in your home/school diary in the next week or two from your allocated Keyworker introducing themselves. To enable us to support you your keyworker will be calling home to chat about how things are going and if you need school to help in anyway. If you have regular contact with school or are in school daily you can request that you don't receive a call home half termly.

If you have any questions please do not hesitate to contact Jayne Spalding on 01709 813386 [jspalding@nexusmat.org](mailto:jspalding@nexusmat.org).

Thank you