



### **Role of the Parent Support Advisor**

1. A PSA is able to help you with any worries you have regarding your child, providing support in a friendly and non-judgemental way.
2. The PSA can support you to make improvements in:
  - School attendance
  - Behaviour
  - Homework
  - IT safety
  - Transition to Primary/ Secondary School
  - Signposting to other agencies that may be able to offer you and your family support
  - Family support: divorce, bereavement, moving home
  - Encourage good relations and effective dialogue between parents and teachers about children's progress.
3. Parents will be able to contact the PSA via email and an appointment will be made at a mutually convenient time.
4. Meetings will be recorded in written form, a copy will be sent to the parent and the HT (members of staff will be informed on a need to know basis). Actions will be agreed and contact will be maintained. All records of meetings will be kept in a confidential place.
5. We have a responsibility regarding the well being of your child. If we feel that there is a Safeguarding issue or concern, the HT will be informed ASAP.
6. **Please note** that this is not a platform for parents to complain about staff members.