



18th January 2022

Dear Family

I hope that you have had a safe start to the New Year. We have certainly been through quite a journey over the last two years and it finally feels like we have turned a corner. However, I suspect that the after effects to be with us for some time to come. Inevitably, those after effects will bring challenges for us all.

I have had a few enquiries recently that suggest to me that it would be useful to re-share our key points of contact and to signpost the various layers of support in place for both learners and parents/carers.

Wellbeing support

Honywood has always been committed to supporting each of our learners. Although we appreciate the need to strive for excellent exam results, we have always tried to balance this with the wellbeing of each learner, striving for both happiness and success during their time with us and beyond. I am very proud of our staff and the caring nature of our school where meaningful relationships and personalisation are embedded into every aspect of school life. The pandemic has shown us the importance of these unique aspects of our school and I am confident that the ethos of Honywood will continue to support our learners moving forward into whatever challenges the coming year brings. However, this ethos can often become juxtaposed with the many rules that we have been required to implement to ensure a smooth and successful daily running of the school. With mental health at an acute high, emotions can often take over and overspill into frustration.

The mental health and wellbeing of our learners is of the utmost importance and we are fully aware of the impact that the current climate has on a young person and how this can then influence their learning. We recognise that all learners in our school deserve a universal offer of support with their mental health and wellbeing and we have been looking at ways in which we can increase this offer to reach and impact on a greater number of learners across all cohorts.

Our learners have access to a range of interventions that will support them in a variety of ways, including a focus on their emotional and mental wellbeing. These interventions are run by some of our own staff and also by the **Education Mental Health Practitioners (EMHPs)**. These pathway interventions are:

- Resilience and coping strategies
- Communication and social interaction
- Character development

There are several different ways that the EMHPs support us:

- Groups and workshops – targeted intervention focusing on certain topics/issues and delivered to a group of learners or parents (e.g. emotional well-being, coping with exam stress, self-esteem, friendships).
- Individual work with young people – short term low intensity Cognitive Behavioural Therapy (CBT) informed interventions for young people with anxiety and/or low mood.
- Staff support – training and consultation to support the school to develop a ‘whole school approach’ to emotional wellbeing and mental health.

These pathways are targeted at learners who would most benefit from them, they are also available for other learners who would not necessarily have been identified in our historical support model. This is because they are delivered through a rolling programme over the year and therefore enable many more

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learners to take part. We have found that this structure provides a more equitable universal offer that is open to all.

We thank Dr Sally Robinson, Clinical & Strategic Lead MHSTs Essex, and Heather Edridge, Senior Mental Health Lead, for their continued support this year. If you wish to read further about the work of the Mental Health Support Teams then follow this link: [Mid and South Essex Mental Health Support Teams](#)

If you feel your child could benefit from further support, the programmes can be signposted by both **Learning Group Leaders and Cohort Leaders**. The line of contact should always begin with your child's Learning Group Leader in the first instance, followed by their Cohort Leader. A list of Learning Group Leader and Cohort Leader emails are at the end of this letter.

Our EMHPs have already had a significant impact with supporting the emotional wellbeing and mental health of our learners. I have received great feedback regarding the quality and expertise that they are providing for the learners that they are working with. They have been providing individual support for our learners as well as targeted intervention for groups of learners too under the pathway interventions.

Another key component which forms part of the wellbeing support in place for our learners is our pastoral care structure. As stated, the first layer of support begins with the Learning Group Leaders who have a key role in providing wellbeing support for the learners in their learning group. There is also a training programme in place for Learning Group Leaders as part of our Continuing Professional Development (CPD). They are an important part of a learner's life at school and provide a regular and friendly face at the start and end of each school day. A Learning Group Leader as an example of how we retain the sense of belonging that you get in primary school by having that consistent member of staff who gets to know and understand you.

A Cohort Leader adds an additional layer of support to a Learning Group Leader. However, every adult in our school community has a duty to support the wellbeing of our learners and will offer support and guidance whenever needed and will signpost and contact the appropriate member of staff should they feel they are required.

If learners feel they need some additional support around their emotional and mental wellbeing they should speak with their Learning Group Leader, their Cohort Leader or any trusted adult in the school who will be happy to support them and sign post them to additional support available. Additional support may come from: **Mrs Nichols** and **Mrs Slaney** who oversee safeguarding and support the Education Mental Health Practitioners to work with our learners as well as outside agencies and counselling. **Mrs Brook** and **Mr Caygill** support safeguarding from a leadership perspective. **Mr Robertson** who supports learners that are having difficulty attending school.

I would also like to remind you of our Honywood Wellbeing website/app which is also a great resource to support learners and families. This site has been created to provide learners with relevant information, strategies for them to use and signposts other support available. It also provides parents/carers with useful information on how they support their child's wellbeing.

<https://sites.google.com/honywoodschool.com/learnerwellbeing/home>

Addressing concerns

Occasionally, families will have concerns or questions about the pastoral support in place for their child. In the first instance, any concern should be directed to the Learning Group Leader and then the Cohort Leader if needed. However, there may be times that parents are not fully satisfied with the outcome of such inquiries. We always encourage an open line of communication and would ask that contact be made to the Senior Leadership Team - either **Mr Munro** or **Mrs Brook**, Deputy Head Teachers, or **Mr Saunders**, Headteacher.

We are confident that issues can quickly be resolved through the primary contacts, however, should concerns not be addressed adequately or there is a complaint about how pastoral matters have been

handled in general we would also encourage families to follow our complaints process. Our policy for this can be found here:

<https://www.honywoodschool.com/attachments/download.asp?file=137&type=pdf>

We have had a couple of occasions where we have not been made aware of an issue and a complaint has not gone through our policy procedures. Whilst this is not a problem it does delay and inhibit our ability to follow up on the issue and deal with the matter. Any concerns that are lodged with external agencies will always get redirected back to the school with the guidance to work through our Complaints Policy. Therefore, if you do have any concerns, please contact the school and escalate accordingly if you do not feel that the matter has been satisfactorily concluded. Please do not take to social media to complain; there is nothing we can do with the concern if it has not been raised with us first through the correct channels and in my experience social media has a habit of conflating issues as it has consistently done over the pandemic.

If you ever have any concerns, no matter how small you think they may be, please do not sit on them. The earlier we are aware of any issues, the quicker we can address them.

There is a Leadership Team drop in available daily should you need to share any immediate concerns. During these sessions a member of the leadership team will be available to meet with you. These sessions will be available at the following times:

Monday	8:30 - 9:30
Tuesday	15:30 - 16:30
Wednesday	11:45 - 12:45
Thursday	16:30 - 17:30
Friday	7:30 - 8:30

If the above times do not work for you, please email reception@honywoodschool.com and we will be able to arrange a mutually suitable appointment.

Key contacts

Please see the key contact list below to support you to address any concerns.

Leadership Team

Mr Saunders	Headteacher	jsaunders@honywoodschool.com
Mrs Brook	Deputy Headteacher	ibrook@honywoodschool.com
Mr Munro	Deputy Headteacher	imunro@honywoodschool.com
Mr Caygill	Assistant Headteacher	scaygill@honywoodschool.com
Mrs Downes	Assistant Headteacher	pdownes@honywoodschool.com
Mrs Hickford	Assistant Headteacher	ihickford@honywoodschool.com
Mr Calver	Associate Assistant Headteacher	dcalver@honywoodschool.com
Miss McPhail	Associate Assistant Headteacher	amcphail@honywoodschool.com
Mr Smith	Associate Assistant Headteacher	dsmith@honywoodschool.com
Mr Williams	Associate Assistant Headteacher	jwilliams@honywoodschool.com

Safeguarding, welfare and support team

Mrs Nichols	Safeguarding Officer	knichols@honywoodschool.com
Mrs Slaney	Safeguarding Officer	sslaney@honywoodschool.com
Mrs Knights	Attendance Officer	attendance@honywoodschool.com
Mr Robertson	Attendance and Welfare Officer	crobertson@honywoodschool.com
Mrs Loydall	Medical Officer	medical@honywoodschool.com

Cohort Leaders

Cohort 7	Mr Hall	shall@honywoodschoo.com
Cohort 8	Ms Ward	tward@honywoodschoo.com
Cohort 9	Ms Martin	amartin@honywoodschoo.com
Cohort 10	Mr Scott	dscott@honywoodschoo.com
Cohort 11	Mrs Reece	ereece@honywoodschoo.com

SEND team

Mrs Vaughan	SENCO	cvaughan@honywoodschoo.com
Mr Wood	Deputy SENCO (Autism Hub)	mwood@honywoodschoo.com

Learning Group Leaders

Cohort 7

ASa	Miss Sadler	asadler@honywoodschoo.com
HGi	Miss Ginn	hginn@honywoodschoo.com
JDy	Mr Dyer	jdyer@honywoodschoo.com
MRo	Mr Robertson	mrobertson@honywoodschoo.com
PBi	Mr Bilby	pbilby@honywoodschoo.com
RHo/AMc	Mrs Hoogakker & Miss McPhail	rhoogakker@honywoodschoo.com & amcphail@honywoodschoo.com

Cohort 8

CHa	Mr Harrison	charrison@honywoodschoo.com
KBr/LPu	Mrs Brinkley & Mrs Putter	kbrinkley@honywoodschoo.com & lputter@honywoodschoo.com
RMu	Miss Musk	rmusk@honywoodschoo.com
RHu	Miss Houlding	rholding@honywoodschoo.com
SPI	Mrs Palmer	spalmer@honywoodschoo.com
TGi	Mr Gribben	tgribben@honywoodschoo.com

Cohort 9

AGu	Miss Gullen	agullen@honywoodschoo.com
AMa	Mrs May	amay@honywoodschoo.com
ATo	Mr Tolhurst	atolhurst@honywoodschoo.com
CMi	Miss Mills	cmills@honywoodschoo.com
CWa	Miss Wakeling	cwakeling@honywoodschoo.com
HTr/GWa	Miss Trowbridge & Miss Ward	htrowbridge@honywoodschoo.com & gward@honywoodschoo.com
SBe/LSt	Ms Benon & Mrs Stoneman	sbenon@honywoodschoo.com & lstoneman@honywoodschoo.com
MJa	Dr Jagiello	mjagiello@honywoodschoo.com

Cohort 10

ABr	Miss Brooke	abrooke@honywoodschoo.com
CHo	Miss Howard	choward@honywoodschoo.com
DBr/LBo	Mr Briggs & Mrs Borella	dbriggs@honywoodschoo.com & lborella@honywoodschoo.com
FJo	Mrs Jones	fjones@honywoodschoo.com
HGo	Miss Golding	hgolding@honywoodschoo.com

CTi Mr Timms
NPO/VSp Mr Powell & Mrs Sparrow

ctimms@honywoodschoo.com
npowell@honywoodschoo.com
& vsparrow@honywoodschoo.com
kcording@honywoodschoo.com

KCo Mrs Cording

Cohort 11

AGi Miss Girling
CFr Mrs Frogley
CPa Mr Pascal
CTh Miss Thomas
KHo/MRa Mrs Houghton & Mr Ramsay

agirling@honywoodschoo.com
cfrogley@honywoodschoo.com
cpascal@honywoodschoo.com
cthomas@honywoodschoo.com
khoughton@honywoodschoo.com
& mramsay@honywoodschoo.com
rflanders@honywoodschoo.com
& rphilpott@honywoodschoo.com

RFI Mr Flanders
RPh Mr Philpott

Yours sincerely



James Saunders
Headteacher