The Gryphon School

"I have come that they may have life, and have it to the full" (John 10: 10)

Leadership | Integrity | Fellowship | Exploration

Admin Team Inclusion Strategy

Attend – Learn – Keep Up – Enrich – Engage

Attend:

- Monitor student attendance and liaise with Heads of Year where patterns of absence are identified
- Follow up with Teachers where students are identified around the school during lesson time
- Contacting parents to confirm scheduled appointments
- Checking registers are accurate
- Contacting parents where students are regularly reporting to sick bay to determine if medication can be held in school to enable them to stay in school
- Supporting students to come into school who are distressed in the mornings and encouraging them in, in conjunction with staff in the Haven

Learn:

- Encourage students who are unwell back to lessons where possible
- Where students are isolated, ensuring they have access to work to continue to learn and utilise their time effectively, following up with Teachers to provide work
- Anticipating the needs of our students to determine if they would benefit from quiet time to enable them to return to lessons

Keep Up

- Overseeing students who are waiting in the Student Hub to ensure they are completing work set where possible
- Liasing with the Haven and parents when students present with physical symptoms which are then anticipated to be emotional dysregulation and possible anxiety
- Supporting Students with Chromebooks when needed

Enrich

- Opening trips and clubs to Disadvantaged students as a priority and contacting parents to make them aware
- Supporting parents with the school systems to ensure they can access student profiles and school payment systems
- Calling home for missing equipment, such as PE, Catering
- Signposting to The Gryphon Foundation for financial support
- Helping students by providing snacks for those who haven't had lunch due to no funds on their school dinner account

Engage

- Helping parents with queries with difficulty accessing systems via email or phone
- Ensuring students are provided with all required equipment and uniform, including sanitary products
- Assisting parents who many to have access to book for Parents Evening