

THE OLD VICARAGE SCHOOL
WORRY PROCEDURE

What do you do if you are worried and just want to talk to someone?

Do remember that you have many good friends who may be able to help you and Year 6 always want to help younger children. Your Class Teacher, the Deputy Headmaster, Mrs Adshead in the office, your House Leader and House Captain or any other member of staff are always ready to listen to you. Also, if you are worried it is usually a good idea to talk to your parents.

What should you do if you are worried or unhappy about something?

Sometimes, you feel that something is worrying you. The first thing you should do is to speak to a member of staff whom you trust (e.g. Class Teacher, the Deputy Headmaster, Mrs Adshead in the office or your House Leader). You can even take a friend with you if you wish to help you to explain the problem.

If you are still worried after you have spoken to an adult, this is what you should do next. Go and see the Headmaster and you may contact him by knocking loudly on his office door three times.

Alternatively, you can write to the Headmaster and give your letter to Mrs Adshead. No one but the Headmaster will read your letter. The Headmaster will then see you and talk to you about your worry, with your House Leader, Class Teacher or a friend if you would like someone else to be with you.

If the Headmaster is unavailable when you knock three times, please tell Mrs Adshead that you would like to see him. If you really must see someone urgently, you should go and see the Deputy Headmaster, Mr White or if he is unavailable, any other member of staff.

If you are still worried, talk to your parents when you are at home or to anyone you can trust outside the School.

We know that these are some of the things that might make you unhappy:

- 1 You find it difficult to make friends.
- 2 You are being bullied.
- 3 You feel that no one understands the difficulties you are having with your work.
- 4 Someone has hurt you and you are frightened and do not know who to ask for help.
- 5 Someone has taken something of yours and has not returned it.
- 6 Someone is making fun of you.
- 7 You feel that you have been treated unfairly.
- 8 You seem to be getting into trouble a lot.
- 9 You think you are being discriminated against because of your colour or physical appearance.
- 10 ANYTHING ELSE THAT IS WORRYING YOU.

OVS is a 'TELLING' school:

OLD VICARAGE SCHOOL

Remember, we are a 'telling' school. This means that if something or someone is troubling you, you should SPEAK UP and TELL a teacher or responsible Year 6 pupil. Also, if you feel that someone you know is unhappy or being treated unfairly you should SPEAK UP and TELL someone. Then, we can help them.

If you are worried, try not to be afraid; tell someone about it.

All the staff at The Old Vicarage are here to help you!