

Raising a concern

If you have a concern regarding your child, the following steps will help you to resolve it as quickly as possible.

1. **Speak to your child's class teacher.** It is advisable to make an appointment with them, as they will be with the children in class at the start and end of the school day. Contact the school office team to do this.
2. The class teacher will inform the Phase Leader about your concern.
3. Once the meeting has taken place, if the matter is not resolved, it will be passed on to an **Assistant Headteacher**. They will meet with you to help resolve your concern.
4. If you still feel that your concern has not been resolved, a meeting can be arranged via the school office team with the **Headteacher** at a mutually convenient time.
5. If you still feel that your concern has not been resolved, then you may wish to refer to the Complaints Policy that is located on the school website on the Parents Tab under the policies section.