

## Communication Systems and Complaints Procedure

If you have any questions or concerns which need addressing, we ask that you follow these steps so that we can resolve them as quickly as possible. Firstly, speak to your child's class teacher at the end of the day. If the issue is not resolved following this, please make an appointment to speak to the Year Group Leader (this can be done through the school office). The next step is to make an appointment to see the Deputy Head and after this, if the issue remains unresolved, please make an appointment to see the Head Teacher.

