

How to make a comment or complain

The process for making contact with the school is set out on the school website.

<http://goo.gl/nJJE5j>

Firstly; telephone in person or in writing to the subject teacher, class tutor or if applicable the special needs co-ordinator (SENCO). If the first person you talk to cannot help then contact the school office to make an appointment to speak to the head

Secondly; If you are not satisfied with the outcome of the discussion with the head then make contact with the Chair of Governors by either writing to the school or clicking on the link on the Governors page.

Thirdly; If the Governing Body cannot resolve the matter then contact should be made to the Secretary of State

<http://goo.gl/aYjYF7>

Please note that members of the Governing Body are not to be contacted directly about any matters to do with complaints.