

**Who should I talk to if I have a question, comment or concern?**

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| **Concern** | **Action** |
| **Concern involving your child e.g. question about home learning, class learning or behaviour.** | Speak to your child’s class teacher outlining your query, comment or concern.  If your concern is unresolved after speaking to your child’s class teacher, make an appointment through the office to speak to your child’s phase leader.  If unresolved, arrange an appointment with Vice Principal/Principal. |
| **Concern involving another child – please remember to not speak to the child yourself.** | Speak to your child’s class teacher outlining your query, comment or concern.  If your concern is unresolved after speaking to your child’s class teacher, make an appointment through the office to speak to your child’s phase leader.  If unresolved, arrange an appointment with Vice Principal/Principal. |
| **Concern involving a member of staff or another parent.** | Arrange a meeting through the office to speak with the Vice Principal or Principal |
| **Concern involving the Principal.** | Check the complaints procedure for guidance on how to contact the Chair of the LECC. |