

What to do if you are concerned...

Do you have a concern?

In every school there are times when parents are worried or concerned about issues to do with their children's education.

What can you do?

The purpose of this leaflet is to help you know what to do if you have concerns about something that is happening in school.

CONTACTS

Class Teacher

To speak to your child's class teacher, catch them at the end of the day or make a longer appointment at a mutually convenient time.

The Headteacher / Deputy Head

Please make an appointment through the school office.

The Chair of Governors

Please put any complaint to the Chair of Governors in writing and send it in a sealed envelope via the school office.

Family Information Service

For impartial advice and guidance parents may consider Leicestershire County Council's

Family Information Service

Tel. 0116 305 6545

Email: family@leics.gov.uk

Contact the School

Telephone: 01509 216177

Email: admin@outwoodsedge.leics.sch.uk

If you would like a copy of the School's full Complaints Policy, please contact the School Office.



**Outwoods Edge
Primary School**

Every Child Every Day Every Future

What to do if you are concerned...

Redwood Road Loughborough LE11 2LD

Telephone: 01509 216 177

Fax: 01509 264 416

Email: admin@outwoodsedge.leics.sch.uk

www.outwoodsedge.leics.sch.uk

What to do if you are concerned...

In our experience most concerns can usually be resolved quickly.

If you have a problem or concern please let us know as soon as possible.

This simple flow chart will help clarify the various stages of the process.

Further details are available from the office.

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