

BLEDISLOE SCHOOL CONCERNS AND COMPLAINTS STATEMENT

The school places strong emphasis on caring, understanding relationships between staff and parents. We encourage open, honest communication between the parties involved. All concerns will be addressed and followed up with personal contact. The following is the process to follow where a concern has been raised;

- **Classroom, personal or general concerns**
 - The classroom teacher in the first instance
 - If not satisfied the Deputy Principal / Assistant Principal or Principal
- **Staff performance or conduct**
 - The Deputy Principal or Principal
- If you are not satisfied with the outcome of your concern you can make a formal complaint to the Board of Trustees. Any complaints to the Board should be addressed to the Chairperson and include the relevant details, be in writing and be signed and named.

- The Board Secretary will forward letters to the Board for you.

Do make early contact
Do call in and see us often
Don't think your concern is not important to us - it is!!

DRAWN UP
REVIEWED **2007**
 2011
 2013