**George Street Normal School**

**Concerns Form**

From time to time, some parents have a worry about an aspect of our school or the progress of their child. If the matter involves the classroom programme or a teacher, parents are invited to make a time to discuss the concern with the teacher closest to the problem. The senior management team are also available to talk about any concern or complaint parents may have. Parents may find it useful to use the headings below to provide background information about their concern before discussing the matter with a staff member and/or, if deemed necessary, forward this information, as a complaint, in the first instance to the Principal.

Your letter will be acknowledged and an explanation of what action is to be taken will be provided.

**Your name:**

**Child’s name:**

**Your relationship to the child:**

**Address:**

**Postcode:**

**Daytime telephone number:**

**Email address:**

**Please give details of your concern:**

**What action, if any, have you already taken to try and resolve your concern (who did you speak to and what was the response)?**

**What actions do you feel might resolve the problem at this stage?**

**Are you attaching any paperwork? If so, please give details:**

**Signature:**

**Date:**

**………………………………………………………………………………………………………**

Official use

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: