

The Oval School Newsletter

September 2015

Further to requests from parents about how to contact school with issues / queries you will find listed below details of the [school contact procedure](#):

1. Please raise **ALL** queries / issues / problems / comments in the first instance with the CLASS TEACHER as follows:

Either *with them in person at the end of the school day*

Or *telephone school on 464 3248 to make an appointment to see them*

2. If you are not satisfied with how your query has been dealt with then the next step would be for you to see the senior staff member with responsibility for the particular year group your child is in. You can make an appointment at the school office as follows:

Mrs S Poulson	for nursery and reception
Mrs M Chadda	for year 1
Miss D Hollis	for year 2
Mrs J Foulds	for year 3
Mrs C Mason	for year 4
Mrs M Priestley and Mrs L Roberts	for year 5
Mrs H Williams	for year 6

Please follow the procedure above to ensure any queries are quickly dealt with. However, if you have followed steps 1 and 2 as stated above but you still have outstanding queries, you can make an appointment at the school office to meet with one of school's deputy headteachers or assistant headteachers.

Be assured that staff will always investigate the issue, feed back to parents, take appropriate steps to deal with any issues arising and plan a follow up meeting.

Your support is appreciated by
Mrs R L Chahal and Governing Body of
The Oval School