



# Putting Things Right

How to raise a concern with your school



**Southfield Park aims to provide the very best education and support to every child and family.**

**Whilst we hope that the years your child spends with us are productive and happy, we understand that as in any partnership or relationship, sometimes things may not go as well as expected.**

### **What is a concern?**

A concern is 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'. Your child and their wellbeing is your most important concern and we totally get that - they are ours too.

Your concern could be about anything - the progress your child is making in their learning, interactions with friends or classmates or disciplinary actions taken by us to name just a few.



### **Who should I talk to first?**

The best place to start is by talking to the staff involved with your child's teaching, learning and general wellbeing as soon as possible. In almost all cases this will be your child's class teacher.

The class teacher works with your child all day every day, so they are able to take the necessary action that will alleviate your concern quickly and without causing further upset.

## How can I share my concern with my child's class teacher?

Your concern can be raised in person, in writing or by telephone. We understand that our families lead busy lives and we want to accommodate your specific needs as much as we possibly can.

## What happens when I raise my concern?

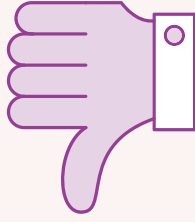
Your child's class teacher will:

- ✓ Listen to your concerns to try and resolve them as quickly as possible.
- ✓ Look into your concerns and speak to any other staff involved in your child's day to day life at school.
- ✓ Let you know what they have found and what they are going to do about it.
- ✓ Aim to resolve your concern within 10 school days.

## What happens if my concern is not resolved by my child's class teacher?

Should your concern remain there are a number of other team members you can meet with to discuss and identify a way forward starting with your child's Phase Leader. If the matter is still a concern you are welcome to ask for an appointment with the Headteacher or Deputy Headteacher.





## **I am still not happy**

We ask that families meet with us to enable us to work together with the aim of trying to make any concern better. We expect that most concerns can be resolved informally using the communication channels explained in this leaflet.

We understand however, that there are rare occasions where families feel their concern has not been fully addressed. In this instance, we will attempt to resolve your concern internally, through the formal stages outlined within the Lumen Learning Trust complaints procedure.

The complaints policy can be found on the Lumen website at [www.lumenlearningtrust.co.uk](http://www.lumenlearningtrust.co.uk). Alternatively a paper copy can be requested from your school office.



**Southfield Park**  
Primary School

*"Ensuring the right opportunities are made available to enable every child to excel and genuinely achieve their full potential."*

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