

## **Summary of dealing with concerns at Caslon Primary Community School**

If you have a concern regarding your child, the following steps will help you to re-solve it as quickly as possible.

**Step 1.** Speak to Mr Hill, our Learning Mentor, who is on the playground each morning to meet and greet.

**Step 2.** Speak to your child's class teacher - making an appointment to see them before or after school is advisable as they need to be supervising the children at the start and end of the school day.

**Step 3.** Speak to the Deputy Head, Mrs Warford- book a convenient time at the office.

**Step 4.** If you still feel that your concern has not been resolved, you may then wish to make an appointment to speak to the Head Teacher, Mrs Brass via the School Office.