

Raising a Concern or Query

There are occasions when parents, carers or those associated with the school, need to share a concern or have a query. We always want to work to resolve any issues that may occur and encourage parents to communicate with the school as soon as possible about any concerns they have. The staff at Tavistock Primary and Nursery School are always ready to discuss things or meet face to face in order to come to a resolution.

Class Teacher

Many situations can be dealt with promptly and effectively. It is best to discuss things at the earliest opportunity. If you are happy to discuss things with the class teacher, he/she would be the first port of call.

SENDCo

You may wish to contact Mrs Thompson our SENDCo who will help with any concerns or queries regarding Special Educational Needs or Disabilities.

Headteacher

If your concern or query has not

Governing Board been sufficiently resolved at other levels, or if it is of a If you have raised a concern with sensitive nature, please speak to Miss Byrom, our Headteacher. Miss Byrom is also the School's Safeguarding Lead and able to help with any Safeguarding concerns you may have.

Senior Leader

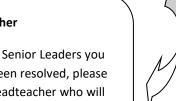
If you do not feel the situation has been resolved with the class teacher or if you do not feel comfortable broaching the subject with the class teacher, you may contact one of the Senior Leaders below.

- Mr Holt who is leading Nursery and Reception (Foundation Stage)
- Mr Holt who leads Years 1 and 2 (Key Stage 1)
- Miss Bullock who leads Years 3 and 4 (Lower Key Stage 2)
- Mr Beatty who leads Years 5 and 6 (Upper Key Stage 2)
- Mrs Base who leads Key Stage 2

Deputy Headteacher

If, after speaking to one of the Senior Leaders you do not feel your concern has been resolved, please see Mrs Collett, our Deputy Headteacher who will be happy to help you. She is also our Deputy Safeguarding Lead and can help with Safeguarding concerns you may have.





Miss Byrom and you feel it has not been resolved to your satisfaction, then you may put your concerns in writing to the Governing Board. Please also see our Complaints Policy, Part 2 for further information.

