

Raising a concern

Please use this page whenever you would like the school to look at something. It takes a few minutes, and it means your concern reaches the right person straight away. If you have already written a letter or an email, please attach it: we still need this page, because it tells us what you would like to happen, and we cannot help you properly until we know that.

1 Your details

YOUR NAME

YOUR CHILD'S NAME

CLASS OR YEAR GROUP

PHONE

EMAIL

2 What is your concern?

A sentence or two is enough if you have attached a letter

3 What would you like to happen?

The most important question on this page

Tell us what a good outcome would look like for you. Knowing what you are hoping for helps us, even where we cannot promise it.

4 How would you like to take this forward?

Please tick one

☐ I would like to speak to a senior leader

☐ I would like to speak to a governor

☐ I would like to speak to someone from the local authority or trust

☐ I wanted you to know I am concerned about this

I am not asking for anything further at the moment.

Every option here is a reasonable thing to ask for, including the last one. Whichever you choose, we will record your concern and look into it.

5 Have you already raised this with someone at school?

☐ No ☐ Yes. Who did you speak to, and roughly when?

SIGNED

DATE

FOR SCHOOL USE			
DATE RECEIVED	RECEIVED BY	CATEGORY	LOGGED ON SYSTEM
FIRST CONTACT MADE, DATE	BY WHOM	OUTCOME RECORDED	CLOSED