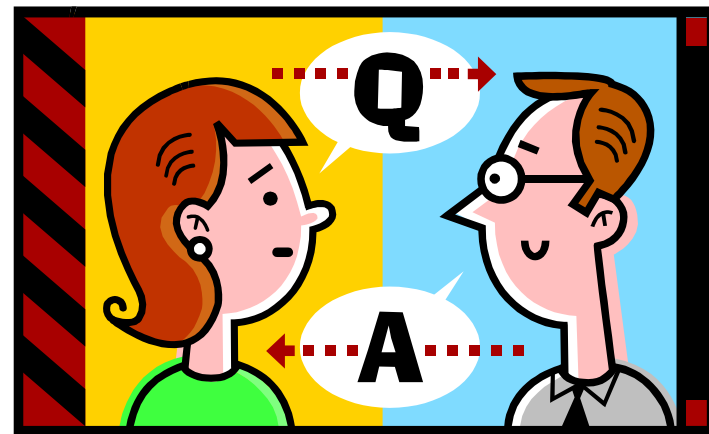




## Glencraig Integrated Primary School

Have a query?



### Remember...

you can always find lots of information on our website or class Weebly.

For what's happening each week check out our Friday Note which is also posted on our website.

Who can I talk to?



“If I have a concern about how my child is getting on in school or have a general query about an aspect of school life what should I do?”

**Talk to the class teacher**

In the vast majority of cases the class teacher is the first person to approach. They have most knowledge of your child and the curriculum being followed in that year group. If the query is about a specific area of the curriculum the class teacher may direct you to a subject coordinator if appropriate.

**Talk to the Head of Key Stage**

If your concern is of a more general nature or you feel the class teacher hasn't been able to address your concern you may wish to talk to one of the following people who have responsibility at senior leadership level:-

<b>Head of Foundation &amp; Key Stage 1 (P1-4)</b>	<b>Mrs J Brown</b>
<b>Head of Key Stage 2 (P5-7) &amp; VP</b>	<b>Miss E Finlay</b>

**Talk to Special Needs Coordinator**

If you feel you want more specialised information regarding the needs of your child you may wish to contact one of the members of our special needs team.

<b>Special Needs Coordinator</b>	<b>Mrs C Gough</b>
<b>Assistant Special Needs Coordinator</b>	<b>Mrs C Calwell</b>

**Safeguarding Team**

At times parents have concerns over the safety and welfare of their own or another child and in those instances if the class teacher has not been able to be of assistance you may wish to talk to either our Designated Teacher for Child Protection or her Deputy. These members of staff have been specially trained to deal with your concerns and will do so in as sensitive a manner as possible.

<b>Designated Teacher for Child Protection</b>	<b>Mrs C Gough</b>
<b>Deputy Designated Teacher for Child Protection</b>	<b>Mrs J Brown</b>

**Administrative Staff**

At times parents have a query regarding dinner money, holidays or absences. These questions can often be answered quickly via the office.

<b>School Secretary</b>	<b>Mrs D Jackson</b>
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Should you remain dissatisfied with any information given or feel that none of the avenues above are appropriate the school principal will be happy to address your concerns.

<b>Principal</b>	<b>Mrs S McKirgan</b>
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Ultimately should the matter still remain unresolved you would then be advised to contact the Chairperson of our Board of Governors either in writing (through the school) or via email.

<b>Chairperson of Board of Governors</b>	<b>Mrs M Brown</b>
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**Governors352@c2kni.net**