



St Mary's Catholic Primary School

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Headteacher: Miss Ann Shevlin B.A. (Hons.) • Chair of Governors: Mrs Maureen Thorpe

Child-Friendly Complaints Policy

If You Feel...

- unhappy or sad about school
- unhappy or sad about something that is happening at school
- unhappy or sad about someone you see at school

... then this page will tell you what to do.

Things You Can Do

- Tell your parents or someone in your family.
- Tell an adult you trust at school.
- Talk to a friend, your buddy or an older child in the school. (They might help you speak to a grown up if it is a big worry.)
- Write down your worry and put it in the worry box.
- Ask someone to help you write it down and put it in the box.

NEVER KEEP IT TO YOURSELF!

What We Will Do

- Always listen to you.
- Find out what has been happening.
- Do everything we can to sort it out.
- Keep you safe.

Who Can Your Trusted Adult Be?

Any of the adults in school

You might talk to your teacher

You might want to talk to any of the adults in school

You Might want to talk to Mr Ellis, Mrs Chandarana or Miss Shevlin

The important thing is to tell an adult so they can try to help make things better for you.

