



# Child Friendly Complaint Procedures

Sometimes, for different reasons, you might not be happy about what someone is doing in school. This could be about how they speak to you, what they ask you to do or how they are behaving.

If you are unhappy about something at school, the best thing you can do is talk to an adult there to see if they can help you find a solution. This could be your class teacher or any trusted adult there. Whoever you speak to will try their best to help you, but they may need to ask another adult in school, for advice.

Here is a diagram of the steps you might take if you are unhappy.

You can talk to your friends, someone on your dinner table or an older pupil who you trust about a problem.



Remember, if you want something done about it, it is important to tell an adult as well.



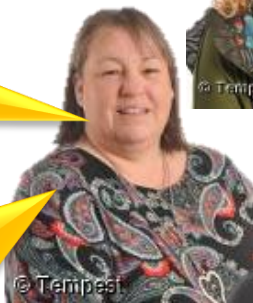
Your parents are always there to listen to your worries.



Talk to your class teacher about the problem or a trusted adult in school.



If the problem is about your class teacher, talk to Mrs. Worthington.



If the issue still hasn't been sorted, then someone from home needs to speak to Mrs. Worthington, who will try to help by talking to adults both at home and at school.



If you want to talk to someone about Mrs. Worthington, speak to a class teacher, or Mrs Hughes, next time she is in.



Whoever you choose, you must talk to someone!  
Don't keep your worries to yourself!