



Our Lady of Peace Catholic Primary and Nursery School

'With Christ in our hearts, together we grow'

Headteacher: Mrs J O'Keeffe



Derwent Drive, Slough
Berkshire, SL1 6HW
Tel: 01628 661886

Tuesday, 13th September 2016

Dear Parents

Re: Issues or Concerns

I am delighted that the children have settled in well after the summer break. The staff and I look forward to working together in partnership with you all. For those parents who would like to speak to us regarding any issues or concerns they may have with regard to their child/children.

In the first instance, as is current process, parents should approach their child's class teacher who will make time to speak to them as soon as is practically possible.

If you feel your concern or issue has not been resolved, an appointment should be made to see the following year group leader:

Foundation:	Mrs Merryweather
Year 1:	Miss Kelly
Year 2:	Miss Greene
Year 3:	Mr Stopps
Year 4:	Mrs Klibi
Year 5:	Mrs Stoker
Year 6:	Mr Head

If further discussion is needed you would then speak with Mrs J Holden who is our Deputy Headteacher.

Any issues or concerns regarding Special Educational Needs should be addressed to Mrs F Ahmad (KS1) or Miss H O'Connor (KS2) if further discussion is needed then you would contact Miss N Goodyear who is our Inclusion Manager. Any Medical needs should be discussed with Mrs L Webster our Medical Officer.

Of course, should there be a need for me to meet with parents, I will of course be happy to do so. Please contact my PA to arrange this.

This process will ensure that your concerns can be heard and handled as quickly as possible. Thank you for your cooperation.

Yours sincerely

Mrs Jean O'Keeffe
Headteacher

Email: post@olopprimary.co.uk

<http://www.olopprimary.co.uk>

*In partnership with The Diocese of Northampton
and Slough Borough Council, Department of Education
Our Lady of Peace Catholic Primary and Nursery School has a commitment to safeguarding
and promoting the welfare of children*