



Our ref:MM/HB  
Date: 11<sup>th</sup> July 2017

Dear Parent/carer,

### **Senior Leadership Team Surgery**

We would like to bring to your attention a new way in which we are communicating with parents and carers.

From Thursday 19th January 2017 we will be trialling a Senior Leadership Team Surgery which will allow parents/carers to give any feedback or suggestions to members of the Senior Leadership Team directly. It also supplements the existing processes to help resolve any concerns you may have regarding your child's experience in school, once other avenues have been pursued. This will be held every Thursday from 3.00pm – 4.00pm and will operate on a drop-in basis.

If you would like to attend the Surgery, please report to reception between 3.00pm and 3.45pm. It is likely that appointments will be limited to a maximum of 10 minutes, and people will be seen on a first-come-first-served basis.

One of the Senior Leadership Team will be there to listen to your views. Whilst we hope to be able to clarify general issues or take note of suggestions, any issues relating to specific students will need to be followed up after the meeting. In this case, the member of SLT will contact you again within one week.

Yours sincerely,

**Mr M McKelvie  
Principal**