

GARDEN INTERNATIONAL SCHOOL

Primary School Concerns Process

Questions regarding	
General enquiries: Attendance - medical, application of leave Scheduling appointment with teacher Student records, visa, testimonial Contact for special instructions concerning sick child for the day	School office
Academic programme on : a) Progress b) Report Performance in class, homework and test Textbook with reference to curriculum Peer issue in class Attention to medical conditions	Class teacher / Subject teacher
Academic programme on Syllabus Teacher related issues Curriculum matters	Head of Key Stages
Field trips/camps Escalating unresolved issues from class teachers, Subject teachers or administrators	Year Coordinator
External oversea entrance examinations	Head of Key Stage 2
Behaviour, uniform, hair ,bullying in school School events, class events Exam Schedules Student affairs Facilities issues	Deputy Head
Tuition fees and payments	Fee Collection office
Transportation - school bus, cafeteria - food services, lost & found	Student Services / School office
School publications, website	Marketing & Communication Department
General operation of school	Principal office
Library book issues - fine, lost, damaged	Library
Security issues , Car Park issues	Security
CCA issues	CCA Coordinator