

GARDEN INTERNATIONAL SCHOOL

Secondary School Concerns Process

Questions regarding	
General enquiries: Attendance - medical, application of leave, study leave Scheduling appointment with teacher Student records, visa, testimonial Contact for special instructions concerning sick child for the day	School office
Performance in class, homework and test Peer issue in class Specific homework / test	Subject teacher / Form tutor
Academic programme on Syllabus Textbook with reference to curriculum Escalating unresolved issues from teachers	Head of Faculty
Academic programme on a) Progress b) Report Behaviour, uniform, hair ,bullying in school Field trips/camps School events Attention to medical conditions Escalating unresolved issues from form tutors	Head of Year
Unresolved teacher related issues Change of option choices Curriculum matters	Deputy Head of Curriculum
School Exam Schedules External oversea entrance examinations Facilities issues	Deputy Head Administration
Student affairs, behaviour concerns Unresolved issues from Heads of year	Deputy Head Pastoral
External School Examinations	Exam Officer
University applications and procedures	Head of Sixth Form
Tuition fees and payments	Fee Collection office
Transportation - school bus, cafeteria - food services, lost & found	Student Services/ school office
General operation of school	Principal office
School publications, website	Marketing & Communication Department
Library book issues - fine, lost, damaged	Library
Security issues , Car Park issues	Security
CCA issues	CCA Coordinator