

### **Communicating Your Concerns**

In almost all cases, problems are most easily dealt with at the early stages. If parents have a concern it should be communicated right away to the person most directly involved with it. At Ecole Sandy Hill, we would like parents to follow the following steps:

- Define who is closest to the problem (i.e. If it is a classroom problem, the teacher is the person to contact)
- Contact the person and make an appointment to express your concerns and seek a solution to them.
- If the problem is not resolved at that level, contact the Principal or Vice-Principal for assistance
- If the school administration cannot solve the problem the appropriate assistant superintendent will be contacted.