

## NAZARETH HOUSE P. S./NURSERY UNIT

PARENTS YOU CAN HELP  
NAZARETH HOUSE P. S. AND NURSERY TO  
CONTINUE TO BE A CARING SHARING  
SCHOOL BY COMING AND TALKING TO US  
ABOUT ANY CONCERNS OR COMPLAINTS AT  
THE EARLIEST OPPORTUNITY. WE WILL  
ADDRESS THE MATTER AS QUICKLY AS  
POSSIBLE.

THE FOLLOWING PROCEDURES MAY HELP  
YOU TO REGARD COMPLAINTS AS  
OPPORTUNITIES FOR IMPROVEMENTS.

### PARENTS SHOULD:

- CONTACT THE SCHOOL (71280212)
- REQUEST A MEETING WITH:
  1. Mr Moran PRINCIPAL OR
  2. Mrs Hartop NURSERY TEACHER OR
  3. Mrs. McMonagle VICE-PRINCIPAL OR
  4. Mrs Molloy O'Dowd K.S. 1 Co-Ord
  5. Mrs McDevitt K.S. 2 Co-Ord

### YOUR COMPLAINT WILL BE:

- INVESTIGATED
- TREATED CONFIDENTIALLY
- DEALT WITH AS SOON AS POSSIBLE

A MATTER RELATING TO AN INDIVIDUAL CHILD  
WITHIN A SPECIFIC CLASS IN THE FIRST INSTANCE  
SHOULD BE RAISED WITH THE CLASS TEACHER.  
SHOULD THE PROBLEM NOT BE RESOLVED, THE  
ISSUE SHOULD BE BROUGHT TO THE ATTENTION OF  
ANY OF THE NAMED TEACHERS.

**N.B. IN THE INTEREST OF CHILDREN'S SAFETY,  
CLASS TEACHERS MUST NOT BE APPROACHED  
DURING THE TEACHING DAY IN THEIR  
CLASSROOMS.**

**CONTACT NAMES:**

Mr Moran	PRINCIPAL	71280212
Mrs Hartop	NURSERY TEACHER	71280212
Mrs McMonagle	VICE-PRINCIPAL	71280212
Mrs Molloy O'Dowd	K.S. 1 Co-Ord.	71280212
Mrs McDevitt	K.S. 2 Co-Ord.	71280212
MR P KELLY	CHAIRPERSON B.O.G.	71280212

A full copy of the School's Complaints Policy is available on Request from the Office.

**NAZARETH HOUSE P. S./NURSERY UNIT**  
**COMPLAINTS PROCEDURE**  
**GUIDELINES FOR PARENTS/GUARDIANS**

