



## COMMENT, COMPLIMENT OR COMPLAINT

We all like to receive **compliments** and we hope you feel we deserve them. Positive **comments** can help us as much as your suggestions on how we can make improvements. We also want to hear from you if you have any comments or **complaints**. All complaints are taken seriously and will be dealt with quickly and fairly.

### What to do...

1. Contact us by phone, email, in person or in writing.
2. You can speak to any member of staff, whoever you feel comfortable with. If needed they will make sure the right person is informed.
3. If your complaint is not resolved you can request a copy of the School's Complaint Policy

**Write to us:** Waverley School, 105 The Ride, Enfield, EN3 7DL

**Phone us:** 020 8805 1858

**Email us:** [enquiries@waverley-school.com](mailto:enquiries@waverley-school.com)

**Fax us:** 020 8805 4297