



Heathfield
Early Years Centre

Complaints Procedure for Parents and Carers



Adapted: August 2024

Review: August 2026

Our team strive to ensure that we are doing the best for your child and for all of the children in our care. If there is ever an issue then we are here to help and support. In all cases, we ask that you speak to a member of staff to raise a concern or issue which provides the opportunity to address the problem and try to find a suitable outcome. This can be a discussion in person, a letter, email, message on Learning Journals or a phone call. (Please note that if it is an urgent concern you should either call or speak to a member of staff as messages/emails/letters may not be read during the school hours.)

Early Years centre

If, however, this is not concluded or you feel that it has not been sufficiently addressed, you can follow the complaints procedure:

1. You can ask for one of the leads within the centre – Holly Bloy (Monday – Wednesday) or Lindsay Rowan (Thursday/Friday).
2. You can ask to speak to the Depute Headteacher, Natalie Spence
3. You can then arrange to speak to Gaenor Hardy (Headteacher) if it has not been resolved in a way that you are satisfied

If you have tried to resolve the issue with the school and it has not been actioned appropriately or you are not satisfied with the result, you can use the South Ayrshire Complaints Procedure.

Primary 1 – 7

If, however, this is not concluded or you feel that it has not been sufficiently addressed, you can follow the complaints procedure:

1. You can ask for one of the Principal Teachers, Caryn Davidson, Charlene Sewell or Laura Boyd.
2. You can ask to speak one of the Depute Headteachers, Natalie Spence, Kathryn Hamilton.
3. You can then arrange to speak to Gaenor Hardy (Head teacher) if it has not been resolved in a way that you are satisfied

If you have tried to resolve the issue with the school and it has not been actioned appropriately or you are not satisfied with the result, you can use the South Ayrshire Complaints Procedure.