



Head Teacher: Mrs Bo Clarke BSc

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## Qinghua Chinese School Welcome Pack

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## Welcome to Qinghua Chinese School!

Dear Parents and Students,

We are thrilled to welcome you to Qinghua Chinese School, where we are committed to providing high-quality Mandarin Chinese education in a nurturing and enriching environment. This welcome pack is designed to introduce you to our school community and provide you with essential information to ensure a smooth transition.

### Aims of the school

The Qinghua Chinese School is dedicated to achieving the following aims;

- Delivering programmes that provide knowledge of Mandarin Chinese as a foreign language for any students who have an interest in the subject.
- Encourage the greater understanding of Chinese culture.
- Support the mainstreaming of Chinese teaching in schools;
- Teaching children from 4 years old beginning level up to GCSE level and preparing for their Mandarin Chinese GCSE exams.
- Teaching Adults students HSK level 1-6 for either exams or just general daily use purpose.

### Basic School Information

Qinghua Chinese School has been teaching Mandarin Chinese Since 1984 in the North West London Area. We are registered as a charity with the registration number 1019252.

The school is currently established at 2 separate locations, Harrow branch and Ealing branch on Saturdays during term time. The curriculum is the same at both branches.

The branch addresses are as follows;

#### Harrow Branch:

Whitmore High School,  
Porlock Avenue,  
Harrow  
Middlesex  
HA2 0AD

#### Ealing Branch:

West Acton Primary School,  
Noel Road,  
Acton,  
London  
W3 0JL

During term time the school's classes are at the following times.

Harrow lesson start time: Saturday morning from 9.30am to 11.30am

Ealing lesson start time: Saturday afternoon from 1.30pm to 3.30pm

### School contact details

You can contact the Qinghua Chinese School using the following email address; [info@qinghuaschool.co.uk](mailto:info@qinghuaschool.co.uk)

Our website address is: <https://www.qinghuaschool.co.uk>



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Headteacher

You can also contact our Headteacher Mrs Bo Clarke.

Email: [bosemail@aol.com](mailto:bosemail@aol.com)  
Telephone: 01923 834614

## FREQUENTLY ASKED QUESTIONS

### **What languages does your school teach?**

Qinghua Chinese School teaches all lessons in Mandarin Chinese.

### **How many children attend Qinghua Chinese School?**

Between the Harrow and Ealing branches there are approximately 270 children at present. We used to have around 360 students prior to the pandemic lock down.

### **What is the age range for students to be accepted into Qinghua Chinese School?**

We accept students between the ages of 4 years old all the way up to GCSE Levels for the Children classes. All adults are welcome for the adult classes between the beginners, intermediate and advanced level.

### **Does Qinghua only teach specific ethnic, religious and linguistic communities?**

No, students from all religious and ethnic backgrounds are welcome at Qinghua Chinese School.

### **What are the costs for attending school?**

Costs for the current year 2023 – 2024 are £270/per student/ per year. Special discounts are available for 3 and more children from the same family. Please enquire with the Headteacher for more details.

### **Are there additional costs for book fees?**

Yes, Qinghua Chinese School charges extra £20 book fees currently.

### **Can I volunteer?**

Yes, Qinghua Chinese School welcomes any parent who wishes to volunteer. Please contact the Headteacher for more details and opportunities.

### **Can I observe my child while they are in class?**

Yes, please notify the teacher and gain permission if you wish to attend your child's class. Parents observing their child may distract children from the class lessons so permission needs to be obtained beforehand.

### **Are the teachers qualified?**

Yes. All of Qinghua's teachers are fully qualified to teach Mandarin lessons to their students.

### **Is homework required?**

Yes. Homework is given out after every class and parents are encouraged to ensure that their child/children complete it before the next lesson in the following week.

### **Do you provide progress reports?**

Yes. Qinghua Chinese School provides parents with progress reports at the end of each term.

### **Do you do background checks on teachers and volunteers?**

Yes. All of Qinghua Chinese school teachers and volunteers have obtained their DBS certificates.



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伦敦清华学校 QINGHUA CHINESE SCHOOL

(Children Student Registration Form 学生报名表)

First Name 英文名: \_\_\_\_\_ Surname 英文姓: \_\_\_\_\_

Chinese Name 中文姓名: \_\_\_\_\_ Gender 性别: \_\_\_\_\_

Date of birth 出生年月日: \_\_\_\_\_

Home Address 家庭地址: \_\_\_\_\_

Parent/Guardian information 家长或监护人资料:

Name: English 英文姓名: \_\_\_\_\_ Chinese 中文姓名: \_\_\_\_\_

Native Language 母语: \_\_\_\_\_

Mobile Number 手机号码: \_\_\_\_\_

Email Address 电子邮件: \_\_\_\_\_

Student's current Mandarin language ability: (e.g. standard of written or spoken Mandarin and/or other Chinese languages) 学生中文水平 (如普通话口语和读写能力, 或其他方言)

Date of Application 报名日期: \_\_\_\_\_

Data Protection: Collected information is for school use only 收集信息仅供学校使用

Declaration 声明 I/we agree that the named student above shall be sent to and collected from school by their parents or guardians. It is understood that for the student's safety, they are not allowed to leave the school building without parents' or teachers' permission during school hours. 本人负责接送子女到中文学校上课。本人同意了学生安全起见, 在上课期间, 未经家长或老师同意, 学生不得离开学校。

I/we hereby also agree that Qing Hua School may use the above named student's photo and/or video for the promotion purposes of the school. 本人同意学校采用子女的照片或录像作为介绍和推广中文学校的目的。 Parent's Signature

家长签名: \_\_\_\_\_ Date 日期: \_\_\_\_\_ Student

Registration Form - Children Aug 2018



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### First Aid Consent Form

I, [Parent/Guardian Name], the parent/guardian of [Student's Name], hereby give consent for Qinghua Chinese School to administer first aid and/or seek emergency medical treatment for my child in the event of an illness or injury occurring during school hours or school-related activities.

Student Information:

- Name: [Student's Name]
- Date of Birth: [Student's Date of Birth]
- Grade/Class: [Student's Grade/Class]

Parent/Guardian Information:

- Name: [Parent/Guardian's Name]
- Relationship to Student: [Parent/Guardian's Relationship to Student]
- Contact Phone Number: [Parent/Guardian's Phone Number]
- Alternative Phone Number: [Alternative Phone Number]
- Email Address: [Parent/Guardian's Email Address]

Emergency Contact Information:

- Emergency Contact Name: [Emergency Contact's Name]
- Relationship to Student: [Emergency Contact's Relationship to Student]
- Contact Phone Number: [Emergency Contact's Phone Number]

Medical Information:

Please provide any relevant medical information, allergies, or pre-existing conditions that Qinghua Chinese School staff should be aware of when administering first aid or seeking emergency medical treatment for your child:

[Medical Information]

Authorization for Treatment:

I understand that Qinghua Chinese School will make reasonable efforts to contact me or the emergency contact listed above in the event of an illness or injury involving my child. However, in the event that I cannot be reached, I hereby authorize Qinghua Chinese School staff to administer first aid and/or seek emergency medical treatment for my child as deemed necessary by qualified medical personnel.

Release of Liability:

I release Qinghua Chinese School, its employees, agents, and representatives from any liability arising from the administration of first aid and/or emergency medical treatment to my child, except in cases of wilful misconduct or negligence.

Continued

Signature:

I have read and understand the contents of this First Aid Consent Form, and I hereby consent to the terms and conditions outlined above.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Parent-School Agreement

This agreement is made between Qinghua Chinese School, hereinafter referred to as "the School," and the undersigned parent(s) or guardian(s) of the student [Name of Student], hereinafter referred to as "the Parent(s)."

### School Responsibilities:

1. **Provide Quality Education:** The School agrees to provide a high-quality educational experience that meets the academic, social, and emotional needs of the student.
2. **Effective Communication:** The School will maintain open and transparent communication channels with the Parent(s), providing timely updates on the student's progress, behaviour, and any relevant school activities or events.
3. **Safe and Supportive Environment:** The School will maintain a safe, inclusive, and supportive learning environment where the student feels valued, respected, and encouraged to reach their full potential.
4. **Qualified Staff:** The School will employ qualified and competent teachers and staff members who are dedicated to the student's academic success and well-being.
5. **Respect for Diversity:** The School will promote diversity, equity, and inclusion, fostering an environment where all students and families are respected and valued regardless of race, ethnicity, religion, gender, or socioeconomic status.

### Parent Responsibilities:

1. **Support Learning:** The Parent(s) agree to support their child's learning by ensuring regular attendance, completing homework assignments, and encouraging a positive attitude towards education.
2. **Communication:** The Parent(s) will maintain open communication with the School, promptly informing teachers or administrators of any concerns, changes in the student's circumstances, or relevant information that may impact their education.
3. **Participation:** The Parent(s) will actively participate in school activities, meetings, and events, as appropriate, and support the School's efforts to engage families in the educational process.
4. **Promote Respectful Behaviour:** The Parent(s) will promote respectful and appropriate behaviour in their child, reinforcing the School's policies and expectations regarding conduct and discipline.
5. **Provide Support:** The Parent(s) will provide emotional and logistical support to their child, encouraging them to persevere through challenges and take advantage of educational opportunities.

### Joint Responsibilities:

1. **Promote Student Success:** Both the School and the Parent(s) will work collaboratively to promote the academic success, personal growth, and well-being of the student.
2. **Resolve Conflicts:** In the event of disagreements or conflicts, both parties agree to address them promptly and constructively, seeking mutually acceptable solutions that prioritize the best interests of the student.
3. **Respect Confidentiality:** Both the School and the Parent(s) will respect the confidentiality of sensitive information shared between them, adhering to applicable privacy laws and regulations.

### Signatures:

By signing below, the School and the Parent(s) acknowledge their agreement to the terms and responsibilities outlined in this document.

School Representative: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

Date: \_\_\_\_\_



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## Classroom Rules

1. **Respect Everyone:** Treat all classmates, teachers, and staff with respect and kindness. Be polite and considerate in your words and actions.
2. **Listen Attentively:** Pay attention to the teacher and follow instructions carefully. Raise your hand if you have something to say or ask.
3. **Participate Actively:** Engage actively in class discussions, activities, and assignments. Share your ideas and contribute positively to the learning environment.
4. **Be Prepared:** Come to class on time with all necessary materials, such as textbooks, notebooks, and writing utensils. Complete homework assignments and study for tests and quizzes.
5. **Follow Directions:** Follow classroom rules and instructions from the teacher promptly and without argument. Seek clarification if you don't understand something.
6. **Stay On Task:** Focus on your work and avoid distractions, such as talking out of turn, using electronic devices for non-educational purposes, or disrupting other students.
7. **Respect Property:** Take care of classroom materials, furniture, and equipment. Keep your area clean and tidy, and report any damage or issues to the teacher.
8. **Use Technology Appropriately:** Use electronic devices, such as laptops or tablets, only for educational purposes approved by the teacher. Respect the school's acceptable use policy for technology.
9. **Be Honest and Ethical:** Do your own work and refrain from cheating, plagiarizing, or engaging in academic dishonesty. Give credit to others for their ideas and contributions.
10. **Resolve Conflicts Peacefully:** If conflicts arise with classmates, try to resolve them calmly and respectfully. Seek help from the teacher if needed to find a solution.
11. **Follow Safety Rules:** Follow safety guidelines and procedures to ensure a safe learning environment for yourself and others. Report any safety concerns to the teacher immediately.
12. **Have a Positive Attitude:** Approach learning with enthusiasm, curiosity, and a positive attitude. Be open to new ideas, challenges, and opportunities for growth.

### Consequences for Violating Class Rules:

- Verbal warning
- Written warning or reflection
- Loss of privileges (e.g., recess, classroom privileges)
- Parent/guardian notification
- Detention or time-out
- Meeting with parents/guardians
- Referral to school administration

### Acknowledgment:

By attending classes at Qinghua Chinese School, students acknowledge their understanding of, and agreement to abide by these class rules.

## Online Safety Policy

### 1. Introduction

Qinghua Chinese School is committed to promoting safe and responsible use of technology and the internet among students, staff, and other members of the school community. This Online Safety Policy outlines the guidelines, procedures, and responsibilities for ensuring a secure online environment and protecting individuals from potential risks and harm.

### 2. Scope

This policy applies to all individuals accessing the school's network, internet services, electronic devices, and online platforms, whether on school premises or off-site during school-related activities.

NOTE: - Qinghua Chinese School does not currently provide any connectivity, internet services, electronic devices or online platforms for the use of its students. This online safety policy will come into effect and published when this situation changes.

### 3. Responsibilities

a. **School Administration:** The school administration is responsible for establishing and implementing policies, procedures, and safeguards to protect the security and privacy of online users, including students, staff, and visitors.

b. **Teachers and Staff:** Teachers and staff members are responsible for educating students about online safety, monitoring their online activities, and enforcing school policies related to internet use.



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- c. Students: Students are responsible for using technology and the internet responsibly, respecting the rights and privacy of others, and reporting any concerns or incidents of online misconduct to a teacher or staff member.
- d. Parents/Guardians: Parents and guardians are responsible for monitoring and guiding their child's online activities outside of school hours, discussing online safety with their child, and supporting the school's efforts to promote online safety.

#### 4. Acceptable Use

- a. Educational Purposes: The school's internet and technology resources are to be used primarily for educational purposes, including research, communication, collaboration, and learning enrichment.
- b. Responsible Use: Users must use technology and the internet in a responsible, ethical, and lawful manner, respecting copyright laws, intellectual property rights, and school policies.
- c. Personal Safety: Users should exercise caution when sharing personal information online, including contact information, photos, and location data, and should refrain from engaging in activities that could compromise their safety or privacy.

#### 5. Prohibited Activities

- a. Cyberbullying and Harassment: Cyberbullying, harassment, intimidation, or any form of online misconduct directed at others is strictly prohibited and will result in disciplinary action.
- b. Accessing Inappropriate Content: Accessing, downloading, or sharing inappropriate or unauthorized content, including but not limited to pornography, hate speech, or violent material, is strictly prohibited.
- c. Hacking and Unauthorized Access: Attempting to access unauthorized systems, networks, or data, or engaging in hacking, phishing, or other malicious activities is strictly prohibited and may result in legal action.

#### 6. Data Security and Privacy

- a. Data Protection: Users are responsible for safeguarding their login credentials and personal information, and for using secure passwords and encryption methods to protect sensitive data.
- b. Data Sharing: Users should exercise caution when sharing personal or confidential information online, and should only share such information with authorized individuals or organizations.
- c. Privacy Settings: Users should review and adjust privacy settings on online platforms and social media accounts to control the visibility of their personal information and content.

#### 7. Reporting Procedures

- a. Incident Reporting: Users who encounter or witness incidents of online misconduct, cyberbullying, harassment, or other violations of this policy should report them to a teacher, staff member, or school administrator immediately.
- b. Confidentiality: Reports of online misconduct will be handled confidentially, and the privacy of individuals involved will be respected to the fullest extent possible.

#### 8. Compliance and Enforcement

- a. Compliance Monitoring: The school administration will monitor compliance with this policy through regular audits, assessments, and reviews of online activities and network traffic.
- b. Disciplinary Action: Violations of this policy may result in disciplinary action, up to and including suspension or expulsion from school, termination of employment, or legal action, depending on the severity of the offense.

#### 9. Review and Revision

This Online Safety Policy will be reviewed periodically to ensure its effectiveness, relevance, and compliance with changes in technology, internet usage, and applicable laws and regulations.

#### 10. Acknowledgment

By using the school's internet and technology resources, users acknowledge their understanding of and agreement to abide by this Online Safety Policy.

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_





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### Child Protection Statement

Qinghua Chinese School believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility and duty of care to safeguard the welfare of all students, by a commitment to practice which protects them.

- To protect students who receive Qinghua Chinese School services.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection; Qinghua Chinese School believes that a child or young person should never experience abuse of any kind.

Qinghua Chinese School have a responsibility to promote the welfare of all students and to keep them safe. We are committed to practice in a way that protects students.

Qinghua Chinese School recognises that:

- The welfare of the student is paramount.
- All students, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with students, their parents, carers and other agencies is essential in promoting student's welfare.

Qinghua Chinese School will seek to keep students safe by:

- Valuing students, listening to and respecting them.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Ensuring that all staff and volunteers receive the appropriate level of safeguarding training for their roles.

Our current Nominated Safeguarding Persons and deputies are listed below:

Name of Lead NSP	Mrs Bo Clarke	bosemail@aol.com
Name of Deputy NSP	Mr Philip Chin	philchin@btinternet.com
Name of Deputy NSP	Dr Jian Yang Luo	jianyang.luo@gmail.com

### Safeguarding Statement

We at Qinghua Chinese School believe that students have the right to be treated equally and to learn in a safe and friendly environment.

This policy is based on the following principles

- The welfare of the students is paramount.
- All students, whatever their age, culture, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Staff/ Volunteers are trained to understand the nature of abuse and to be alert to matters of concern.
- All Staff/Volunteers working in Qinghua Chinese School have a duty to safeguard students.
- All Staff/Volunteers in Qinghua Chinese School have a responsibility to report concerns to the designated person with responsibility for child protection at the school and/or the school's headteacher.



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We aim to safeguard students by;

- Development and implementation of safeguarding policies and procedures including
  - Child protection and health and safety guidelines.
  - A code of conduct for Staff and Volunteers.
  - Staff and Volunteer procedures
  - Complaints policy
  - Whistleblowing and Equal Opportunities policy
- Sharing information about child protection and good practice with students, parents and carers and Staff/Volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and students appropriately.
- Following carefully the procedures for recruitment and selection of Staff /Volunteers.
- Providing effective management for Staff/Volunteers through support, supervision and training.
- Involving students where appropriate in the development and implementation of safeguarding policies and procedures.
- Reviewing our policy and good practice regularly.

Designated person: Mrs Bo Clarke (Headteacher)

Second designated person: Mr Philip Chin (Treasurer)

The Social Service number for the school area is 020 8901 2690 (Harrow)

The emergency number is 999

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_

## Disciplinary Policy

### 1. Purpose

The purpose of this disciplinary policy is to maintain a safe, respectful, and conducive learning environment at Qinghua Chinese School. This policy outlines the expectations for student behaviour, the procedures for addressing misconduct, and the consequences for violations of school rules and regulations.

### 2. Expectations for Student Behaviour

At Qinghua Chinese School, students are expected to:

- Respect themselves, their peers, teachers, and staff members.
- Follow all school rules and regulations.
- Attend classes regularly and arrive on time.
- Complete assignments and participate actively in classroom activities.
- Use language and behaviour that are appropriate and respectful.
- Respect school property and the property of others.
- Refrain from engaging in bullying, harassment, discrimination, or any form of violence.

### 3. Disciplinary Procedures

When a student's behaviour violates school rules or disrupts the learning environment, the following disciplinary procedures will be implemented:

a. Informal Resolution: In minor cases of misconduct, teachers or staff members may address the issue informally by providing verbal warnings, counselling the student, or implementing corrective measures within the classroom.

b. Formal Intervention: If the misconduct persists or is more serious in nature, the teacher or staff member will escalate the matter to the school administration. The administration may conduct an investigation to gather relevant information and evidence.

c. Disciplinary Action: Based on the severity of the misconduct and the findings of the investigation, the school administration may impose disciplinary action, which may include, but is not limited to, the following:

- Verbal warning
- Written warning or reprimand
- Parent conference
- Detention



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- Loss of privileges
- Restitution for damages
- Suspension from school activities
- In-school suspension
- Temporary or permanent expulsion

#### 4. Due Process

Students involved in disciplinary proceedings will be afforded due process, which includes the following rights:

- The right to be informed of the nature of the allegations against them.
- The right to present their version of events and provide evidence or witnesses in their defence.
- The right to be treated fairly and impartially throughout the disciplinary process.
- The right to appeal the decision of the school administration, if applicable.

#### 5. Confidentiality

All disciplinary matters will be handled with discretion and confidentiality to the extent possible, respecting the privacy of the students involved.

#### 6. Review and Revision

This disciplinary policy will be reviewed periodically and revised as necessary to ensure its effectiveness and alignment with the values and goals of Qinghua Chinese School.

#### 7. Acknowledgment

By enrolling their child at Qinghua Chinese School, parents/guardians acknowledge their understanding of and agreement to abide by this disciplinary policy.

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_

### Anti-bullying policy

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose.

Bullying behaviour

Qinghua Chinese identifies 3 different types of bullying in this policy

- Verbal bullying – the negative use of speech, sign language or verbal gestures to demean or hurt others.
- Indirect bullying – the repeated use of actions which are neither physical or verbal but intentionally made to hurt or demean others.
- Physical bullying – the repeated and negative use of bodily contact to intentionally hurt others.

Bullying and keeping children safe

Please refer to our safeguarding policy for Qinghua Chinese School's policy for keeping our students safe while in the care of our teachers.

Preventing bullying



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Qinghua Chinese School will undertake the following actions to prevent bullying.

- Teach kindness and empathy to all students in the school's care.
- Create opportunities for making connection between students, teachers and parents.
- Identify behaviours between students that could lead to bullying situations and intervening when appropriate.
- Establishing and enforcing rules that clearly describe how students should interact with each other.

Reporting bullying

Please refer to our safeguarding policy for Qinghua Chinese School's policy for reporting of bullying issues.

Responding to bullying

Please refer to Qinghua Chinese School's disciplinary procedure identified in the Disciplinary Policy.

Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_

## COMPLAINT PROCESS

The Qinghua Chinese School Complaint Process is as follows

1. Identify the Issue: Before lodging a complaint, clearly identify the issue you're facing. Whether it's related to teaching quality, facilities, administrative matters, or any other concern, having a clear understanding of the problem will help in addressing it effectively.
2. Contact the Teacher or Staff Member: In many cases, issues can be resolved directly by communicating with the teacher or staff member involved. Reach out to them via email or schedule a meeting to discuss your concern in a respectful and constructive manner.
3. Contact the Headteacher: If the issue remains unresolved after communicating with the teacher or staff member, escalate your complaint to the headteacher. Provide her with specific details about the problem and any previous attempts made to address it.
4. Submit a Formal Complaint: If the issue persists or if you're dissatisfied with the response from the headteacher, you may need to submit a formal complaint. This could involve filling out a complaint form provided by the school or writing a detailed letter/email outlining your concerns. Make sure to include relevant information such as dates, times, and any documentation supporting your complaint.
5. Follow Up: After submitting your complaint, follow up with the school to ensure that it has been received and is being addressed. Be patient but persistent in seeking resolution to your issue. The school committee will look into the matter.
6. Seek External Assistance: If the school's internal complaint process fails to resolve your issue satisfactorily, you may consider seeking assistance from external organizations or authorities, such as education regulatory bodies or consumer protection agencies.
7. Provide Feedback: Regardless of the outcome, consider providing feedback to the school about your experience with the complaint process. This can help them improve their procedures and address similar issues more effectively in the future.

Remember to remain respectful and professional throughout the complaint process, and keep records of all communication and documentation related to your complaint.



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Trustee Signature

Signed on behalf of Qinghua Chinese School \_\_\_\_\_ Date \_\_\_\_\_