



Compliments Procedure

Information for Parents: This policy is available on request.

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

We at the Ursuline Preparatory School pride ourselves on being an open friendly school and the Headteacher and her staff work hard to build positive relationships with all parents.

In order to gauge success and further improve our school and the EYFS department, we encourage parents to give suggestions and comments

1. Aims

- 1.1 To provide a consistent, common system for expressing satisfaction with the school.
- 1.2 The Headteacher will review the compliments to highlight good practice and recognise successes.

2. Making a compliment

- 2.1 When a compliment is received, a compliment form (Appendix 1) will be offered by the school if not already put in writing.
- 2.2 A copy will be made and sent to the Headteacher and relevant member of staff within 24 hours.
- 2.3 The original will be filed in the school office.
- 2.4 If appropriate the school will contact the sender of the compliment to ask if their compliment may be used as part of a display or on the School Website



Compliments Form

Name:	
Date:	

Recipient of Compliment:	
--------------------------	--

Nature of compliment:

Date passed to Head:

Date passed to recipient of compliment:

Can this compliment be used as part of a display/publicity: Yes/No
--