



PARENTS' GRIEVANCE REDRESSAL COMMITTEE

The school will aim to be fair, open and honest when dealing with any complaint. Parents who have a concerns or complaint, should normally raise these in the first instance with their child's class teacher by email requesting a meeting. If the parent is not satisfied with the response of the class teacher they should contact the Headmistresses/ Vice Principal who will then be able to liaise with relevant staff, put the parent in contact with the appropriate member of the Senior Management Team or refer the parent directly to the Principal. Parents may feel that they should contact the Principal directly, especially on a matter of great importance or sensitivity, in such cases the parents may be guided to write an email to the Principal confidentially.

COMPOSITION OF THE PARENTS' GRIEVANCE REDRESSAL COMMITTEE:

The Committee shall consist of the following members:

LIST OF MEMBERS OF PARENTS' GRIEVANCE REDRESSAL COMMITTEE

Mr. L.V. Sehgal	Secretary, SMC
Ms. Swapna Nair	Principal
Ms. Rashmi Tandon Ms. Swati Singh Ms. Bhawna Gaba	Coordinator (Middle) Headmistress (Primary) Headmistress (Mont.)
Mr. Ajay Kumar Srivastava Ms. Nidhi Gupta	PTA members
Ms. Mitali Chatterjee	Staff Representative