

SCHOOL POLICY FOR RESOLVING COMPLAINTS

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AUTHORS	Mrs M. Smith
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This policy was agreed by the Governing Body and will be reviewed biennially.

Signed:

Date:

Introduction

From time to time concerns may arise concerning aspects of school or school life e.g. a child's education. Often those concerns will resolve themselves, but on occasions it may be the case that the issue will need the School's help to be resolved.

As partners in children's education the School wishes to work with its community in the resolution of problems and this policy is designed to show what steps may be taken. The resolution of a concern can take the three steps which are described in detail below.

An Informal Concern

On most occasions these can be resolved immediately by speaking to the relevant person concerned e.g. a child's class teacher/Year Leader. It may be necessary for you to make an appointment at a time which is convenient to both of you.

Please advise the nature of your concern when making an appointment so that they may investigate further on your behalf if necessary.

The purpose of the meeting should be to establish a solution or to agree a plan of action to resolve the concern. If the meeting fails to do so then you should make an appointment to see the Headteacher.

The Headteacher will normally make further investigations on your behalf and meet with you to suggest a workable solution. If you feel that the matter is not satisfactorily resolved, you may request a further meeting with the Headteacher or consider making the matter the subject of a formal complaint.

It is important that due procedure is followed with a view to seeking resolution to a concern or complaint. A failure to follow the procedure may result in the complaint not being accepted by the Governing Body.

A Formal Complaint

If the concern is not resolved at the informal stage it must be put in writing and passed to the Headteacher who will either investigate the matter or delegate this responsibility to a senior colleague. The complaint should include details which might assist the investigation such as names of potential witnesses, dates and times of events and copies of relevant documents. The Headteacher may meet with you to clarify the matter. On the conclusion of the investigation, the Headteacher will write to you with the outcome of the investigation.

If the outcome of the investigation results in the implementation of staff disciplinary procedures, such procedures will remain strictly confidential.

If you are not satisfied with the manner in which the process has been followed or if the complaint is about the Headteacher then a full written complaint should be made to the Chair of Governors at the School's address or by e-mail *Governors@prioryacademy.co.uk*. The Chair of Governors will write to you to confirm receipt of your letter and will investigate the matter fully and reply within a further five working days. In some circumstances, the Chair may ask another governor to carry out the investigation on their behalf.

The Chair will collect such other evidence as is deemed necessary and may interview other witnesses, the Headteacher will be provided with a copy of the complaint and any additional evidence presented by you or collected by the Chair.

Once there has been an opportunity for the Headteacher to consider this he/she will meet separately with the Chair to present a response. A friend or representative may accompany the Headteacher at this meeting. On the conclusion of this meeting you will both will be informed in writing of the outcome. You will not be informed of any disciplinary or capability action which might ensue.

This will now bring the Chair's investigation to a close, if you are not satisfied with the manner in which the complaint has been investigated, a request may be made for the Governing Body to hold a formal review of the process which will take the form of a hearing. Any such request must be made in writing to the Chair within two weeks of receiving notice of the outcome of the Chair's investigation and must state the reasons for the implementation of the next stage. Please note, you are not entitled to access any details of the investigation except for any statements that may have been provided by your child.

A Formal Review

On receiving a formal request for the complaint to be taken to the next stage the Chair of Governors will write to you within five working days to inform you of the date and time of the hearing and of the composition of the panel who will hear the complaint.

The hearing will take the following form. You will be invited to attend a meeting giving you the opportunity to inform the Governing Body of the details of your concern. The governors may question you to seek further clarification of the detail of your concern. You may bring a friend with you to the hearing. The Governors will then ask you to leave and will meet with the Headteacher and Chair of Governors to seek their view of the issue. The Headteacher may be accompanied by a friend or representative. Once the Governors have clarified any issues, the Headteacher and Chair of Governors will be asked to leave while they consider their response to the complaint.

The Governing Body will write to you and the Headteacher or Chair, as appropriate, within forty-eight hours of the hearing with their findings. You will not be informed of any disciplinary or capability action which might follow. However, if the investigation does result in a change to the School's policies being implemented, you will be informed of the detail of this. This will bring the involvement of the Governing Body to a close and further correspondence cannot be entered into.

If you believe that the Governing Body has acted illegally or arbitrarily in handling the complaint, then you may make representation to the Secretary of State for Education. Where a complaint is judged by the Governing Body to be vexatious, you will be informed that your complaint will not be accepted and will not be investigated.

Please note that complaints regarding the following are not included in this document: Admissions; National Curriculum; Child Protection; School Exclusions and Special Educational Needs. For further guidance on these matters parents are advised to contact the Headteacher in writing.