



St. Peter's Catholic Primary School

Marlow, Buckinghamshire, UK | Tel: 01628 472 116

COMPLAINTS PROCEDURE

Introduction

Our governing body has adopted this procedure to deal with concerns or complaints from members of the school community or general public.

Aims and Objectives

Our school aims to be fair, open and honest when dealing with any complaint and to resolve it through open dialogue and mutual understanding.

Careful consideration will be given to all concerns and complaints and we will deal with them as swiftly as possible. We will provide sufficient opportunity for any complaint to be fully discussed.

In all cases we will put the interests of the child above all other issues.

Areas not covered by this procedure

This procedure does not apply to issues concerning admissions, exclusion appeals, statutory assessments of special educational needs or grievances by school staff. These are the subject of separate complaints procedures; more information can be obtained from the school.

In addition, Ofsted has the power to investigate certain (qualifying) complaints about maintained schools, including those from parents. A qualifying complaint is one that affects the whole school, not an individual. More information can be obtained from the school or Ofsted.

All other complaints are handled by the school according to the arrangements set out below.

Stage 1 – initial concerns

If you have any concerns about the school, or the education we are providing at any time, please discuss the matter with your child's class teacher at the earliest opportunity.

It is **not** appropriate to publicise any concerns you may have on social networking sites. Please speak, or write, to someone at the school at your earliest convenience, rather than using any other means.

The school considers any concerns very seriously and most problems can be resolved following discussion and a shared understanding of the issues. All members of staff work very hard to ensure that each child is happy at school and is making good progress and they always want to know if there is a problem so they can help to resolve it.

Most concerns can be resolved at this level, however, if after speaking to your child's class teacher you are still concerned please discuss the matter with a member of the Senior Leadership Team.

Stage 2 – formal procedure

Most concerns are resolved at Stage 1, however if you remain dissatisfied and wish to take the matter further you can let us know in person, by telephone or in writing.

If you are making your complaint in writing, it should be returned to the headteacher. However, if the complaint is about the headteacher or a governor, it should be returned to the chair of the governing body at the school address, marking the envelope 'FOR IMMEDIATE ATTENTION'. If your complaint is about the chair of the governing body, you should address your complaint to the clerk of the governing body.

You will receive an acknowledgement of the receipt of your complaint within 3 school days.

Investigation

An investigation will be carried out into the complaint and the way it has been handled by the school. This will include a review of any relevant documentation and information and seeking the views of relevant people, where necessary. The person undertaking the investigation will normally write to you with the outcome of this process within 15 school days of receiving the complaint.

If, at any time, it becomes apparent that the complaint is a disciplinary or capability issue, the matter will be dealt with by following the appropriate procedure rather than the complaints procedure. You will be notified if this is the case with your complaint, however, you are not entitled to know which procedure, or the final outcome, because of the right to confidentiality of the member of staff involved.

Following the outcome of the investigation, if you feel your concern has not been resolved, you may choose to move to Stage 3 of the procedure. You must let the school know if you wish to do this within 15 school days of the completion of Stage 2.

Stage 3

At this stage the complaint will be considered by a panel, who will meet to consider the complaint and make a final decision about it on behalf of the governing body.

Panel members will have no detailed prior knowledge of the complaint, or connection with the complainant. The meeting will normally take place within 15 school days of your request.

You will have the opportunity to submit evidence on the complaint prior to the meeting of the panel and also to attend, accompanied by a friend/partner if you wish, to put your case. The headteacher will be given the same opportunities.

Outcome of the Panel Hearing

The panel will write to you with its conclusion within 5 school days of the meeting, and its decision is final.

If you are still not satisfied, you may wish to put your complaint to the Secretary of State for Education, who can review whether the school has acted reasonably and followed the correct procedures.

The Schools Complaint Unit (SCU) considers complaints relating to LA maintained schools in England on behalf of the Secretary of State and can be contacted via: -

- National Helpline 0370 000 2288
- online at: www.education.gov.uk/help/contactus
- by writing to the Department for Education, School Complaints Unit, 2nd Floor, Piccadilly Gate Store Street Manchester M1 2WD

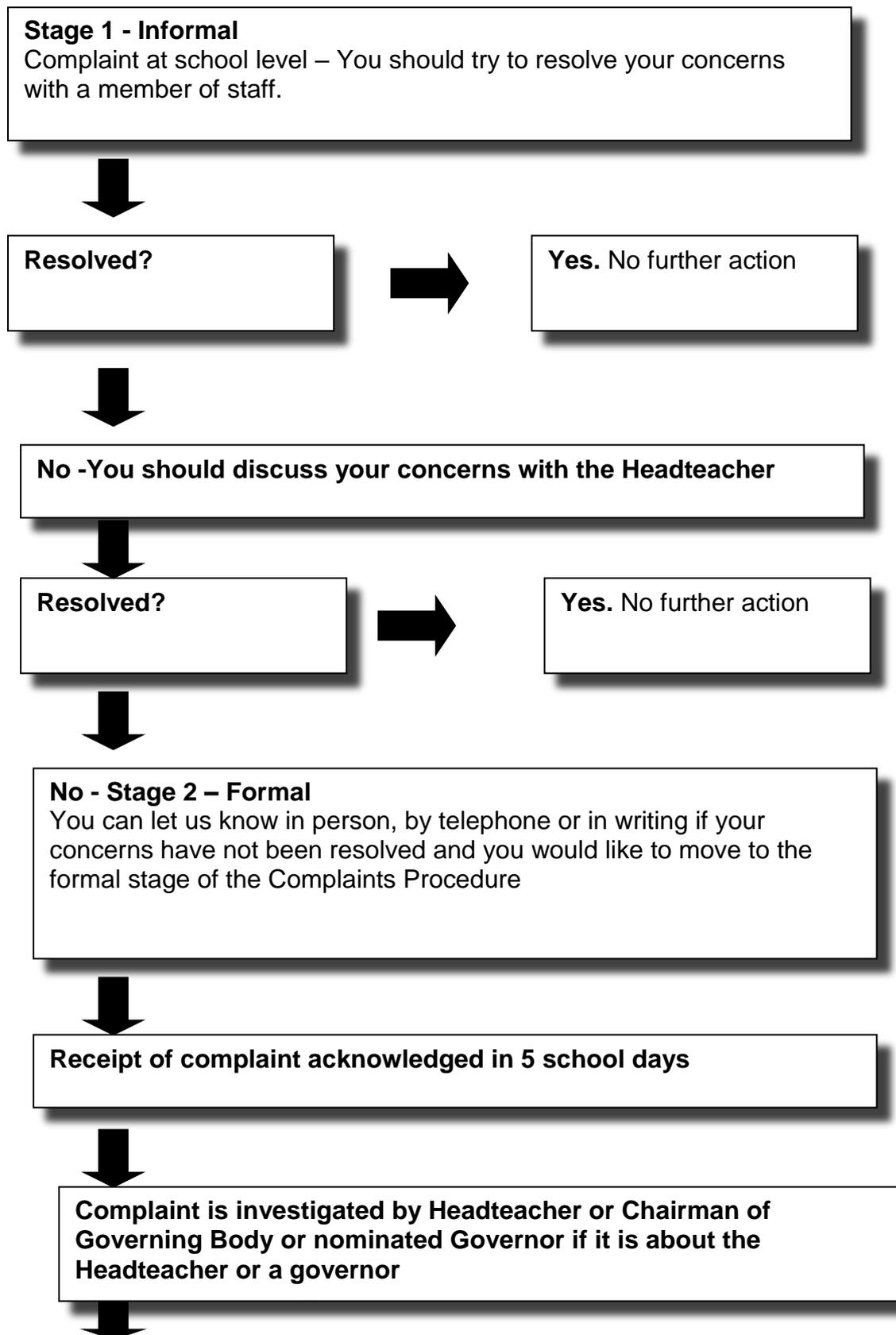
Monitoring and Review

The governing body monitors the complaints procedure, in order to ensure that all complaints are handled properly. The headteacher logs all formal complaints received by the school and records how they were resolved. Governors examine this log on an annual basis and consider the need for any changes to the procedure.

July 2016

Flowchart Summary*

* Please refer to the procedure for more detailed information.





You will be informed of the outcome of the investigation within 15 school days of receiving the complaint.



Resolved?



Yes. No further action



No - If you wish to take your complaint to Stage 3 of the procedure you will be asked to confirm this within 15 school days of the completion of Stage 2.



Governor Complaints Panel meets to consider your complaint with 15 school days. If you wish to submit evidence to the panel you will be invited to do so in advance of the meeting. You will also be invited to attend the panel meeting to explain the nature of your complaint



Panel will make a final decision on behalf of the Governing Body and writes to you within 5 school days



Resolved?



Yes. No further action



No - You can write to the Secretary of State of Education and Skills if you feel the school has acted unreasonably or not followed the correct procedures.