

Hartismere School



Complaints Procedure

Approved by the Governors of Hartismere School

Date Approved:

Next revision:

Headmaster's Signature.....

Chair of Governors' Signature.....

Hartismere School

GENERAL COMPLAINTS PROCEDURE FOR PARENTS AND OTHERS

INFORMATION TO PARENTS AND OTHER COMPLAINANTS

Introduction

The Governing Body of *Hartismere School* has adopted a set procedure which has been drawn up by the Governing Body for dealing with general complaints made by parents or others about the conduct of the school or the actions of a member of its staff

All complaints are covered by this procedure with the exception of matters which relate to:

- the National Curriculum;
- religious education and worship;
- the operation of charging policies;
- the content of Special Educational Needs statements;
- the provision of information.

There is a separate procedure for dealing with these matters - the "Curriculum Complaints Procedure" .

What to do if you have a complaint

- Most complaints regarding a child's welfare or education in school can normally be resolved speedily and informally by discussing the matter with your child's Class Teacher, Form Tutor or Head of Year - whoever is most appropriate. Parents should contact the school and request a meeting with the most appropriate person to resolve the complaint. That person will call you back to arrange a mutually convenient appointment within 24 hours of receiving your request where this is reasonably practicable. Please note that this 24 hour time limit applies to working days only and does not include weekends, bank holidays or school holidays.
- If you are unhappy with the response, or if you have a complaint that concerns a member of staff, school procedures or the school premises, please contact the Head Teacher via the school office and a mutually convenient appointment will be made for you to see him/her.
- The Head Teacher will investigate your complaint and either discuss the matter with you or provide you with a response in writing as soon as possible.
- Sometimes matters can arise of more general concern. These should first be discussed with the Head Teacher and then, if necessary, with the Chair of Governors. He or she can, if it is thought to be appropriate, have the matter placed on the agenda of a Governing Body meeting. The Chair can be contacted through the school office.
- Every effort will be made by the Head Teacher to resolve the matter at this stage

If your complaint remains unresolved or concerns the Head Teacher

If you are not satisfied with the Head Teacher's response and you wish to pursue it further, or if your complaint is about the Head Teacher him/herself, please submit the details of your complaint in writing to the Chair of Governors c/o the school.

- When the investigation has been completed, the Chair of Governors will provide you with a detailed response in writing and also, where appropriate, offer you the opportunity to meet and discuss the situation if this will help to bring the matter to a satisfactory conclusion.
- Every effort will be made by the Chair of Governors to resolve the matter at this stage.

If you are still dissatisfied

- If you remain dissatisfied at this point, you can ask for your complaint to be formally considered by the Hearings Committee of the Governing Body.
- This Committee consists of three Governors who have not been involved in the handling of the complaint so far. They will listen to your complaint and consider all the evidence available to them as impartially as possible

If you are still dissatisfied

If you remain dissatisfied you are able to complain to the DfE through its agency for this purpose. This is known as the Young Peoples' Learning Agency. The appropriate contact details are provided below

Responding to Parental Concerns

This procedure has been adopted by the Governing Body in order to ensure that all complaints and concerns which are drawn to the attention of the school can be dealt with promptly and efficiently. Most complaints can be resolved satisfactorily by informal discussion with the appropriate member of staff but there are occasions when more formal arrangements are necessary. Complainants will be kept informed of progress at each stage of the procedure and the main aim throughout the process will be to resolve the matter as speedily as possible. Full written records will be kept for the guidance of those who may need to consider the complaint at a subsequent stage.

The name of the Chair of Governors is available at the school and in the prospectus.

The Young People's Learning Agency can be contacted at:

The Young People's Learning Agency

Cheylesmore House

Quinton Road

Coventry

CV1 2WT

Phone: **0845 337 2000** E-mail enquiries@ypla.gov.uk

The Governing Body hopes that if parents do have any concerns or complaints they will discuss them in the first instance with the appropriate teacher or with the Head Teacher so that efforts can be made to resolve the matter as quickly and as informally as possible.

Hartismere School

GENERAL COMPLAINTS PROCEDURE FOR PARENTS AND OTHERS

Guidance Notes

1. Definition of a complaint to be considered under the General Complaints Procedure.

Hartismere has adopted a Curriculum Complaints Procedure, as required by the Education Act 2002. The scope of this procedure is limited by law only to those complaints which relate to the National Curriculum, religious education and worship, the operation of charging policies, regulations about the provision of information and other statutory curriculum Issues.

The General Complaints Procedure is intended to cover complaints from parents and others concerning the conduct of the school or the actions of any member of staff in relation to any matter which falls outside the scope of the Curriculum Complaints Procedure.

2 Aims of the procedure: The general aims of the General Complaints Procedure are to ensure: that most complaints are resolved as swiftly and readily and as close to the source of the problem as possible; that there is a defined procedure for dealing with complaints remaining unresolved; that lessons learned from the investigation of complaints can be used for institutional improvement.

3 Main Features of the Procedure

- 3.1 The formal procedure should not normally be activated unless and until the Head Teacher and appropriate members of staff have been given the opportunity to resolve the complaint informally, as part of their day-to-day management of the school.
- 3.2 The complainant must put the complaint in writing before the formal investigation proceeds.
- 3.3 Once the formal process has been initiated, every effort should be made to ensure that the complaint is dealt with promptly, effectively, objectively and professionally.
- 3.4 Complainants should be kept informed at each stage of the procedure
- 3.5 The aim at every stage should be to ensure that the complaint is settled or that a decision is taken promptly to proceed to the next stage.
- 3.6 Full written records should be kept at every stage for the guidance of those who might need to consider the complaint at a subsequent stage.

- 3.7 Staff must be advised before any interviews are carried out as part of the formal investigation that they have the right, if they so wish, to be accompanied by a friend or trade union representative

4. The Process in Operation

- 4.1 All formal complaints must be referred in the first instance to the Head Teacher for investigation unless they concern the Head Teacher directly, in which case they must be referred to the Chair of Governors.
- 4.2 When a school governor receives a complaint, he or she must inform the Chair of the Governing Body who in turn will inform the Head Teacher.
- 4.3 If the complaint cannot be investigated objectively by the Head Teacher, or the complainant is dissatisfied with the Head Teacher's response, the Chair of the Governing Body.
- 4.4 When the investigation has been completed, the Chair of Governors will provide the complainant with a written response. An offer will also be made to meet with the complainant where it is felt that this might assist in bringing the matter to a satisfactory conclusion.
- 4.5 Governors who are members of the Hearings Committee of the Governing Body need to be cautious about their involvement in complaints in order to demonstrate their impartiality should there be a subsequent hearing. Other governors too need to distance themselves from complaints in case they result ultimately in disciplinary or grievance proceedings.
- 4.6 Complainants who remain dissatisfied following a formal investigation of their complaint by the Chair of Governors can, if they wish, put their complaint to the Hearings Committee of the Governing Body.
- 4.7 The Committee's decision will normally be regarded as final and at that stage the complainant will be advised of any further recourse available (such as the Secretary of State for Education and Employment) should he or she be dissatisfied with the outcome.
- 4.8 Information is available for parents and others which explains both the procedure and the arrangements for a hearing before a committee of the Governing Body.

5. General Complaints or Concerns

- 5.10 There may be more general matters causing a degree of unease in the community which might best be handled through discussion at a Governing Body meeting. Such matters should be put on an agenda, with the consent of the Chair of the Governing Body, and not raised under Any Other Business. Governors will need to exercise some caution in dealing with such matters (for the reasons described in 4.5 above).

General Complaints Procedure – Flowchart

