



Parkland
Primary School

Learning together

School Complaints Policy & Procedure

Approved December 2013

Reviewed and agreed April 2016

Updated March 2018

Policy for Hearing and Dealing with Complaints

This school is committed to working in close partnership with all members of the school community. The school places great value on the role which parents and carers can play in supporting children's learning. Staff and governors actively encourage a positive relationship between the school and the families of children who attend the school and wrap around care.

If, at any time, a member of the school community has a concern about an aspect of life at the school, the concern will be dealt with by the school as quickly, sympathetically and effectively as possible. It is hoped that most concerns will be settled amicably at this stage.

However, if there is a continuing concern, this can be directed through the formal stages as outlined in the school's complaints procedure, detailed on the following pages.

School Complaints Procedure

It is in everyone's interest that complaints are resolved at the earliest possible stage. The experience of the first contact between the complainant and the school can be crucial in determining whether the complaint will escalate. To this end all staff and advisory board members are aware of the procedure to be followed if a complaint is raised. Also, whilst not wishing to encourage complaints, complainants should note that they have a duty to raise a matter as soon as conveniently possible. It can then be investigated more effectively whilst information is fresh in the minds of all parties.

The school operates a 4 stage complaints procedure. If the complaint concerns the conduct of the headteacher it will be dealt with in accordance with Stage 3.

Stage 1: Complaint heard by staff member

In the first instance, it is hoped that the complainant will be able to discuss the issue with the member of staff concerned.

The school will respect the views of a complainant who indicates that he/she would have difficulty discussing the complaint with a particular member of staff. In these cases, the complainant should refer the complaint to the headteacher, who will refer it to another member of staff.

Similarly, if the member of staff directly involved feels too compromised to deal with the complaint, the complaint will be referred to another member of staff via the headteacher. The member of staff will consider the complaint objectively and impartially.

If the first approach is made to a member of the advisory board, they will refer the issue and the complainant to the appropriate person and advise the complainant of the procedure. Advisory board members will not act unilaterally outside the formal procedure or be involved at the early stages in case they are needed to sit on a panel at a later stage of the process.

Stage 2: Complaint heard by the headteacher

The complainant may be dissatisfied with the way the complaint was handled at Stage 1, and/or wish to pursue their initial complaint. If so, the complainant should submit the complaint in writing, to the headteacher, within 10 school days of Stage 1 being concluded. A copy of the complaint form is attached to this procedure.

The headteacher may delegate the task of collating information concerning the complaint to another staff member, but not the decision, nor the action to be taken. The headteacher will meet with the complainant, hear the complaint, investigate and make every effort to resolve the issue. Subsequent to this meeting the headteacher will write to the complainant summarising the outcome reached and the process for appeal.

Stage 3: Complaint heard by the chair of the advisory board

If the complaint cannot be resolved at Stage 2 the complainant may take their complaint to the chair of the advisory board.

The complainant will need to write to the chair of the advisory board, care of the school, within 10 school days of the date of the letter notifying them of the outcome of Stage 2. The complainant should provide a copy of the written complaint, a copy of the headteacher's letter concluding Stage 2 and give details in writing of why they are not satisfied with the outcome.

The chair will investigate the complaint and make every effort to resolve the issue, having met with the headteacher. The chair will write to the complainant at the conclusion of the investigation with the outcome reached and the process for appeal. The complaint will move on to Stage 4 if the complainant remains dissatisfied by the outcome.

Stage 4: Complaint heard by the Complaint Appeal Panel

The complainant needs to write to the Clerk to the Trust within 10 school days of the date of the letter notifying them of the outcome of Stage 3, notifying that they wish their complaint to be heard by the complaints appeal panel.

The Clerk to the Trust will acknowledge the complaint and make arrangements to convene a panel meeting.

The panel will consist of three members one of whom will be independent of the management and running of the school and Trust. The panel members must have no previous knowledge of the complaint. The panel will choose their own chair.

The remit of the Complaints Appeal Panel is to:

- dismiss the complaint in whole or in part;
- uphold the complaint in whole or in part;
- decide on the appropriate action to be taken to resolve the complaint;
- recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

The complainant will be notified in writing of the panel's decision and any further rights of appeal, usually within 5 days.

Complaint Form for Parkland Primary School

Complainant's Name:	
Pupil's Name:	
Complainant's Relationship to pupil:	
Address of Complainant:	
Post Code:	Daytime Tel:
Mobile:	E-mail:
Please give details of your complaint:	
What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to, when and what was the response?):	

What actions do you feel might resolve the problem at this stage?

Are you attaching any paperwork? If so, please give details.

Signed:

Date:

Official Use:

Date acknowledgement sent:

By who:

Complaint referred to:

Date: