

# St. Anne Line Catholic Infant School



## Complaints Policy Document

Summer Term 2016

## **ST.ANNE LINE CATHOLIC INFANT SCHOOL COMPLAINTS POLICY**

This policy should be used in conjunction with the DCSF Guidance (Best Practice Advice for School Complaints Procedures 2016) alongside St. Anne Line Catholic Infant School's Home/School Agreement.

### **Introduction:**

The majority of issues raised by parents, the community or pupils, are concerns rather than complaints. St. Anne Line Catholic Infant School is committed to taking concerns seriously, at the earliest stage, in the hope of keeping the number of formal complaints to a minimum and without needing formal procedures. However, depending on the nature of the complaint, you may wish or be asked to follow the school's formal complaints procedure. For the school to be able to investigate a complaint, it needs to be made within one year of the incident occurring. If a complaint is older than a year it will not be investigated.

The prime aim of St. Anne Line Catholic Infant School's policy is to resolve the complaint as fairly and speedily as possible. Formal complaints against a member of staff will be dealt with in a sensitive, impartial and confidential manner. Malicious complaints may incur appropriate action by the school. The following details outline the stages that can be used to resolve complaints.

### **The St. Anne Line Catholic Infant School Policy has four main stages.**

In summary they are as follows: -

- Stage 1 – A concern is raised informally with a staff member.
- Stage 2 – Complaint is heard by Headteacher/ Deputy Headteacher.
- Stage 3 – Complaint is heard by Governing Body's Complaints Appeal Panel.

### **Stage 1 – Raising a concern**

Concerns can be raised with the school at any time and will often generate an immediate response, which will resolve the concern. The school requests that parents make their first contact the child's Class Teacher, via the school office where an appointment will be made. On some occasions the concern raised may require investigation, or discussion with others, in which case you will receive an informal but informed response within a day or two. The vast majority of concerns will be satisfactorily dealt with in this way. However, if you are not satisfied with the result at stage 1, please write to or call the school within 10 school working days and state what you would like the school to do. The school will then look at your complaint at the next stage.

### **Stage 2 – Complaint heard by Headteacher/Deputy Headteacher**

If the matter has not been resolved at Stage 1, the Headteacher/Deputy Headteacher will arrange for a further investigation. Following the investigation, the Headteacher/Deputy Headteacher will normally give a response within 10 school working days. If you are dissatisfied with the result at stage 2 you will need to let the school know within 10 school working days of getting the response.

### **Stage 3 – Complaint heard by the Governing Body’s Complaints Appeal Panel**

If the matter has still not been resolved at Stage 3, then you will need to write to the Chair of Governors giving details of the complaint. The Chair or a nominated Governor will convene a complaints panel. The hearing will normally take place within 10 school working days of the receipt of the written request for Stage 3 investigation.

The aim of the Appeal panel hearing is to impartially resolve the complaint and to achieve reconciliation between the school and the complainant. All parties will be notified of the Panel’s decision in writing within three school working days after the date of the hearing. The letter will also contain what you need to do if you wish to take the matter further.

- **N.B.** In cases where the matter concerns the conduct of the Headteacher, the Headteacher and Chair of Governors will be informed of the complaint. The Chair of Governors will arrange for the matter to be investigated. In cases where the matter concerns the conduct of a member of the Governing Body the member will be informed of the complaint.

**The Governors appeal hearing is the last school-based stage of the complaints process.**

For further advice and guidance about the school’s Complaints Procedure please contact Essex County Council.