



SCHOOL COMPLAINTS PROCEDURE

A STATEMENT FOR PARENTS, CARERS AND OTHER USERS OF SCHOOL SERVICES

We very much hope that you and your child will be very happy at our school, and that any concerns that may arise are dealt with swiftly by our staff. However, we recognise that there may be an occasion when you are not entirely happy with an aspect of the service that we provide, and that you want the school to deal with your concern through a more formal process. This leaflet sets out what the school will do if you wish to raise that concern informally, or make a formal complaint.

Who can raise a concern or make a complaint?

Anyone who uses the school, whether a pupil, a parent or carer, or a provider of a service to the school, or a visitor can use this procedure. If you wish to raise a concern or complain on someone else's behalf, the school will only deal with this if the person on whose behalf you are complaining is unable to do so for themselves (for example, they are too young, or they have a disability that prevents them from complaining on their own behalf) or who may not have English as their first language. Wakefield Metropolitan Borough Council can provide face to face translators or over the phone interpretation services if required.

How will my concern be handled?

Our procedure has three stages:

1. Responding to concerns
2. Investigating complaints
3. Appeal to the Governing Body

At any point in the handling of your complaint, there is the possibility of a 'resolution' meeting.

1. Responding to concerns

If your concern is about something that a person has or has not done, for example the Headteacher, another member of staff, a Governor, or a volunteer, you should make an arrangement through the school office to speak to that person or their manager (and not approach them while they are 'on duty'). If your concern is about an aspect of school practice or policy, you should contact the Headteacher. We want to respond to your concern as quickly as possible, but it may not be possible to arrange an immediate meeting: an appointment within a few days may be necessary. We can reassure you that most concerns are usually resolved at this stage.

2. Investigating complaints

If you remain dissatisfied by our response to your concern, then you should make a complaint to the Headteacher. The Headteacher will arrange for the complaint to be investigated and respond to you within a reasonable time.

If your complaint is about the Headteacher, you should contact the Chair of Governors who will arrange for it to be investigated by a nominated member of the Governing Body. If your complaint is about the

Chair of Governors, you should contact the clerk to the governing body, who will make the arrangement. In all cases:

- State that you are making a formal complaint
- Give specific details
- Say what you want the school to do to put things right

All letters should be sent to the school address, marked 'Confidential: For immediate attention.'

Please note that if any investigation by the school concludes that a formal employment procedure should be instigated (such as a disciplinary procedure) you will only receive a brief response, as such procedures must remain confidential, and you will not have a right of appeal.

3. Appeal to the Governing Body

If you remain dissatisfied with the outcome of the investigation into your complaint, you may appeal to the Governing Body. The Chair of Governors (or the clerk) will arrange for a panel of governors to consider your appeal and respond to you within a set timescale. For complaints about staff (except the Headteacher) or volunteers who work in school, this is the final stage of the complaints procedure and the panel's decision is final. If you are complaining about either the Headteacher or a member of the Governing Body, and are dissatisfied with the nominated governor's response, you also have a right to appeal to the Governing Body.

The letter giving the school's decision following the investigation will tell you how to make an appeal; this is usually by writing to the clerk. The governing body will arrange for a panel of three governors to review your complaint. After this review, the panel will notify you of their decision. This will include informing you that the school's procedure has been exhausted and that the matter is now closed. There is no further right of appeal to the school against the decision.

Unreasonably persistent, abusive or harassing complainants and vexatious complainants

The school expects anyone who wishes to raise problems with the school to:

- treat all staff with courtesy and respect;
- respect the needs of pupils and staff within the school;
- recognise the time constraints under which members of staff in schools work and allow the school a reasonable time to respond to your concern;

Whilst we recognise that some concerns may relate to serious and distressing incidents, we will not accept threatening or harassing behaviour, and will take steps supported by legal action as appropriate to ensure that the school can continue its work safely and securely.

Further Information

The Governing Body is not responsible for handling complaints about third party providers offering community facilities or services through our premises or using school facilities for external events. They have their own complaints procedures. However, the school will liaise with such providers as appropriate.

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