MARNER
PRIMARY SCHOOL

Complaints Policy and Procedures

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Approval Body	Governing Body
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Statement of Intent

Marner Primary School is committed to ensuring that the highest standards are maintained both in the provision of education to pupils and in every other aspect of the running of the school. A complaints procedure is an important part of the management of schools allowing parents and others the opportunity to voice any concerns they may have through appropriate channels. This policy explains the procedure that has been adopted by the Governing Body to ensure a timely, systematic and fair approach to the resolution of such concerns.

When responding to complaints, we aim to:

- *Be impartial and non-adversarial.*
- *Facilitate a full and fair investigation by an independent person or panel, where necessary.*
- *Address all the points at issue and provide an effective and prompt response.*
- *Respect complainants' desire for confidentiality.*
- *Treat complainants with respect and courtesy.*
- *Ensure that any decisions we make are lawful, rational, reasonable, fair and proportionate, in line with the principles of administrative law.*
- *Keep complainants informed of the progress of the complaints process.*
- *Consider how the complaint can feed into school improvement evaluation processes.*

We try to resolve concerns or complaints by informal means wherever possible. Where this is not possible, formal procedures will be followed.

The school will aim to give the complainant the opportunity to complete the complaints procedure in full.

To support this, we will ensure we publicise the existence of this policy and make it available on the school website.

Throughout the process, we will be sensitive to the needs of all parties involved, and make any reasonable adjustments needed to accommodate individuals.

1 Definitions and Scope

1.1 We recognise the need to be clear about the difference between a concern and a complaint. The DfE guidance explains the difference between a concern and a complaint.

- *A concern is defined as "an expression of worry or doubt over an issue considered to be important for which reassurances are sought." The school will resolve concerns through day-to-day communication as far as possible. Taking informal concerns seriously at the earliest stage reduces the number that develop into formal complaints. We aim to ensure that concerns are handled, if at all possible, without the need for formal procedures.*

- *A complaint is defined as "an expression of dissatisfaction however made, about actions taken or a lack of action."*

Our formal complaints procedure is only necessary if efforts to resolve the concern or complaint or issue informally are unsuccessful. In most cases, a class teacher or an individual delivering the service will receive the first approach. Our staff development process includes training to help staff resolve issues on the spot, including apologising where necessary.

Our formal procedures are applied when initial attempts to resolve the issue are unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.
(See appendix 1 and appendix 2.)

Policy Terms

- *'meeting' means an in person or virtual meeting (i.e. telephone or video conference where all parties can participate verbally), virtual meetings will only be held in the event that all parties have access to appropriate equipment to attend and are happy to do so. If the parties are unable to meet virtually and the meeting must take place in person, the meeting may be postponed until it is deemed safe to hold an in-person meeting, at the discretion of Marner Primary School.*
- *''parent' means a parent, carer or anyone with legal responsibility for a child;*
- *'School days' excludes weekends and school holidays and periods of partial or total school closure;*
- *'school' means Marner Primary School*

1.2 The timeframes referred to in this policy are our usual timeframes and the school will seek to adhere to these timeframes where possible.

1.3 Reasonable adjustments will be made to this procedure where required to ensure that all complainants can access and complete this complaints procedure.

1.4 This procedure is made accessible to the public on the school's website.

1.5 All staff will be made aware of this complaints procedure and are expected to review this policy regularly in order that they are familiar with our process of dealing with complaints and can be of assistance when an issue is brought to their attention.

1.6 This procedure does not apply to complaints related to the following headings which are dealt with under separate procedures:

- *Any complaint relating to child protection. (These will immediately be raised with the local authority designated officer (LADO) for them to handle.)*
- *Complaints arising through conflict between estranged parents over the application of parental responsibility. (These will be dealt with having the best interest of the child in mind and with reference to the DFE guidance 'Understanding and Dealing with Issues Relating to Parental Responsibility January 2016' and with further legal advice if necessary.)*
- *Curriculum complaints*
- *Admissions & Exclusions*
- *Statutory assessments of special educational needs and disabilities (SEND)*
- *Provision of Collective Worship and Religious Education*
- *Allegations of bullying by pupils*
- *Matters likely to require a Child Protection investigation*
- *School re-organisation proposals*
- *Whistleblowing*
- *Staff Grievances*
- *Staff Discipline*
- *Complaints about services provided by other providers who may use the school's premises or facilities.*

1.7 Arrangements for handling complaints from parents of children with SEND about the school's support are within the scope of this policy. Such complaints should first be made to the pupil's class teacher, Phase Leader or the SENCo. They will then be referred to this complaints policy. The individual school SEND policy and information report includes information about the rights of parents of pupils with disabilities who believe that the school has discriminated against their child.

1.8 Complaints about services provided by other providers who use school premises or facilities should be directed to the provider concerned.

1.9 Complaints by employees of the school are usually dealt with via the grievance procedure.

It is the school's intention that this Complaints Procedure will:

- *encourage resolution of problems by informal means wherever possible*
- *be simple to understand and use*
- *be impartial*
- *be non-adversarial*
- *be compliant with the school's obligations under the Equality Act 2010*

- *allow swift handling with established time-limits for action and keeping people informed of the progress*
- *ensure a full and fair investigation by an independent person where necessary*
- *respect people's desire for confidentiality*
- *address all the points at issue and provide an effective response and appropriate redress, where necessary*
- *provide information to the school's senior leadership team so that services can be improved.*

2 Key principles

2.1 The School expects all complainants to make reasonable attempts to seek an informal resolution.

2.2 To investigate your complaint properly and fairly, we have implemented a staged approach. We anticipate that almost all complaints that arise will be resolved at Stage 1 or Stage 2 below.

2.3 As an employer, the School must consider the welfare and wellbeing of all our staff. We expect our members of staff to be addressed in a respectful manner and for communication to remain calm at all times. The procedure under Part 3 will only be used on very rare occasions to deal with unreasonably persistent complainants or behaviours that are unfair, confrontational, or disruptive when raising a concern or complaint.

2.4 Concerns or complaints should be brought to our attention as soon as possible. Any matter raised more than 3 months after the incident being complained of (or, where a series of associated incidents have occurred, within 3 months of the last of these incidents) will not be considered unless the Headteacher accepts that there are good reasons to explain the delay or the complaint is about a particularly serious matter.

2.5 Where a complaint is received outside of term time, we will consider it to have been received on the first school day following the holiday period.

2.6 On rare occasions the school may receive complaints from a number of parents relating to the same issue. In order to deal with these complaints efficiently the school will follow the procedure set out in Part 4.

2.7 If it becomes necessary to alter the time limits and deadlines set out within this procedure, you will be advised accordingly and given an explanation as to why this has been the case and provided with revised timescales. If other bodies are investigating aspects of the complaint, for example the police, local authority safeguarding teams or tribunals/courts, this may impact on our ability to adhere to the timescales within this procedure or result in the procedure being suspended until those public bodies have completed their investigations.

2.8 Complainants should not approach individual local governors or parent governors to raise concerns or complaints. They have no power to act on an individual basis and it may prevent them from considering complaints at later stages of this process.

3 Records of complaints

A record will be kept of all written formal complaints, including at what stage they were resolved, and action taken by us as a result of those complaints regardless of whether they were upheld. Correspondence, statements and records relating to individual complaints will be kept confidential except where:

- *access is requested by the Secretary of State;*
- *disclosure is required in the course of a school inspection;*
- *under other legal authority.*

We will make the findings and recommendations of the panel available for inspection by the School and the Headteacher.

Records of stage 2 complaints will be kept for 3 years from date of resolution in line with the School's records management and retention policy. Records of stage 3 complaints considered by the Governors Complaints Committee or School Complaints Committee will be retained for 6 years.

4 Monitoring and Review

4.1 The Headteacher will report on the operation of the Complaints Procedure to the Governing Board once a year. This report will include:

- *the number of formal complaints that have been made.*
- *the number that have been satisfactorily dealt with at the point of the original investigation.*
- *the number of occasions on which the Complaint Panel has met.*
- *any significant recommendations for amendments to school or School policies or practice as a result of the complaints made.*
- *any issues that have arisen in the operation of the Complaints Procedure.*

The Headteacher's report will respect the confidentiality of the individual.

4.2 In the light of the Headteacher's report, the School Board will consider whether or not the complaints procedure should be amended in any way.

4.3 The complaints records are logged and managed by the identified school Complaints coordinator. This could be a specified member of senior staff, usually the Headteacher.

4.4 This policy will be kept under review by the school, at least every three-years or more often if there is a significant organisational change or change to legislation.

4.5 After each review, the policy will be approved by the School Board and shared across the school.

Part 1: Complaints procedure for parents

Stage 1: Informal concerns

1.1 Most enquiries and concerns can be dealt with satisfactorily by the Phase Leader, class teacher or other members of staff without the need to resort to the formal procedure. We value informal meetings and discussions and encourage parents to approach staff with any concerns they may have and aim to resolve all issues with open dialogue and mutual understanding.

1.2 It is always helpful if parents can fully explain the nature of the concern and identify the outcome they are looking for. Where appropriate, parents may be invited to an informal meeting with the member of staff most appropriate for dealing with that concern. The member of staff dealing with the concern will make sure that parents are clear on what action (if any) has been agreed. This may be put in writing if appropriate.

1.3 If the matter is brought to the attention of the Headteacher they may decide to deal with your concerns directly at this stage. If the concerns are about the Headteacher these should be referred directly to the Chair of Governors under Stage 2.

1.4 There is no suggested timescale for resolution at this stage given the importance of dialogue through informal discussion, although it would be expected that most issues will be resolved within fifteen school days. Where no satisfactory solution has been found, you will be advised that if you wish your concerns to be considered further you should write to the Headteacher under Stage 2 of this procedure within fifteen school days.

Stage 2: Formal written complaints

2.1 If your concerns are not resolved under Stage 1, you should put your complaint in writing and send this to the Headteacher of the school.

2.2 It is especially important that you include a clear statement of the actions that you would like us to take to resolve your complaint. We strongly encourage you to use the Complaint Form provided at Annex 2 of this policy. If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you. In all cases your written complaint must include:

- *the nature of the complaint;*
- *details of how the matter has been dealt with so far;*
- *the names of potential witnesses, dates and times of events and copies of all relevant documents; and*
- *a clear statement of the actions that you would like us to take to resolve your complaint.*

2.3 Your complaint will normally be acknowledged in writing within five school days of receipt. The acknowledgement will give a brief explanation of the school's complaints procedure and a target date for providing a response to the complaint. This will normally be within fifteen school days of receipt.

2.4 If appropriate, the Headteacher (or someone appointed by them) may invite you to a meeting to clarify your complaints and to explore possible resolutions. If you accept that invitation, you may be accompanied by one other person, such as a friend, relative, advocate or interpreter, to assist you. Where possible, this meeting will take place within ten school days of receipt of the written complaint.

2.5 If necessary, witnesses will be interviewed, and statements taken from those involved. If the complaint centres on a pupil, the pupil should also be interviewed. Pupils should normally be interviewed with another member of staff with whom the pupil feels comfortable should be present. If the matter includes a complaint relating to a member of staff, the member of staff must have the opportunity to respond to the complaint.

2.6 When a complaint is addressed formally (i.e. at stage 2 or stage 3) the person or committee hearing the matter will consider the complaint and all the evidence presented. The person/committee can:

- uphold the complaint in whole or in part
- dismiss the complaint in whole or in part.

2.7 Once the relevant facts have been established as far as possible, you will be provided with a written response to the complaint, including an explanation of the decision and the reasons for it. Stage 2 and 3 outcome letters will clearly state whether the complaint has been upheld or dismissed in whole or in part. If the complaint is upheld in whole or in part, the person/committee will decide on the appropriate action to be taken to resolve the complaint and where appropriate, recommend changes to the school or the school's systems or procedures to prevent similar issues in the future.

2.8 Progress against any recommended actions at Stage 2 will be monitored by the Headteacher and Chair of Governors as part of the termly 'keep in touch' meetings.

2.9 Complainants or witnesses will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.

2.10 You will be advised that if you are dissatisfied with the outcome of the complaint, you may request that your complaint be heard by the Complaints Committee under Stage 3 of this procedure.

Stage 3: Referral to the Complaints Committee

3.1 If you are dissatisfied with the decision under Stage 2, you may request that a Complaints Committee be convened to consider your complaint. The Complaints Committee will not review any new complaints at this stage or consider evidence unrelated to the initial complaint. New complaints must be dealt with from Stage 1 of the procedure.

3.2 To request a hearing before the Complaints Committee, you should write to the Clerk to the Governors at enquiries@marner.towerhamlets.sch.uk within fifteen school days of receiving notice of the outcome of Stage 2. Requests received outside of this time frame will only be considered if exceptional circumstances apply. You should ensure that you provide copies of all relevant documents and state all the grounds for your complaint and the outcome that you are looking for.

3.3 Your written request will be acknowledged within five school days of receipt.

3.4 The Clerk will arrange for a Complaints Committee to be convened, made up of at least three members, including:

- *members of a local governing body and/or Governors of the School (as appropriate) with no prior involvement in the matter; and,*
- *one person who is independent of the management and running of the school*

3.5 The Clerk shall appoint one of these members to be the Chair of the Committee.

3.6 Every effort will be made to enable the hearing to take place within twenty school days of the receipt of your request. As soon as reasonably practicable and in any event at least five school days before the hearing, you will be sent written notification of the date, time and place of the hearing, together with brief details of the committee members who will be present. Fair consideration will be given to any bona fide objection to a particular member of the committee. You will also be informed of the name of the person who will be presenting the case on behalf of the school (referred to in this policy as the 'school representative'). This may be the person who is the subject of the complaint, the person who undertook the investigation at Stage 2 or another person with sufficient knowledge of the matter.

3.7 If, despite best efforts, it is not possible to find a mutually convenient date and time for a hearing within a reasonable timeframe, the Clerk may determine that the hearing proceeds on the basis of written submissions from both parties.

3.8 You have the right to be accompanied to the hearing by a friend, relative, advocate or interpreter. You should notify the Clerk in advance if you intend to bring anyone to the hearing.

3.9 A copy of the complaint and any other documents provided by you in support of your complaint, or by the school representative in defence of the complaint, will be provided to the Complaints Committee as soon as practicable upon receipt. Copies of these documents shall also be provided to you or the school representative (as applicable) at least three school days before the hearing. The Complaints Committee reserves the right not to consider any documentation presented by either party less than three school days prior to the hearing. The Complaints Committee is under no obligation to hear oral evidence from witnesses but may do so and/or may take written statements into account. The committee will not accept recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded. As a general rule, the school does not allow digitally recorded conversations and/or recorded meetings.

3.10 The hearing will be conducted to ensure that each party has the opportunity to address the Complaints Committee. The procedure to be followed during the hearing will be explained to the parties by letter in advance of the hearing. The Clerk will ensure that sufficient notes are taken to record an accurate reflection of the points considered and any decisions taken, or actions agreed. Electronic recordings of the hearing will not be permitted.

3.11 Unless otherwise stated, the procedure for the Stage 3 hearing is as follows:

- *the parent and school representative will enter the hearing together;*
- *the Chair of the Committee will introduce the committee members and outline the process;*
- *the parent will explain the complaint;*
- *the school representative and committee members will question the parent;*
- *the school representative will explain the school's actions;*
- *the parent and the committee members will question the school representative;*
- *the parent will sum up their complaint;*
- *the school representative will sum up the school's actions;*

- *the Chair of the Committee will explain that both parties will hear from the committee within five school days;*
- *both parties will leave together while the committee decides;*
- *the Clerk will stay to assist the committee with its decision making.*

The Clerk and or Complaints Committee reserves the right to modify the above procedure at their sole discretion, for example requiring the parent and the school representative to present their complaint/actions separately to the Complaints Committee in the absence of the other party.

3.12 After the hearing, the Complaints Committee will consider their decision and inform you and, where relevant, the person complained about their decision in writing within five school days. The letter will set out the decision of the committee together with the reasons underpinning that decision. The committee can (by a majority if necessary):

- *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 systems or procedures to ensure that problems of a similar nature do not happen again.*

3.13 Any recommendations made by the Complaints Committee will be shared with the governing body and the Headteacher with an associated plan detailing what actions will be taken, which member of staff will be responsible for the action and the deadline for completing the action.

3.14 The school board will monitor progress at each meeting of the full Governing Body until all actions have been completed, or notified if they are no longer relevant and the reasons why and will be provided with supporting evidence to confirm.

Stage 4: Referral of complaint to the Department for Education or Ofsted

4.1 If you are dissatisfied with the decision of the Complaints Committee, you are entitled to refer your complaint to the Department for Education (DfE).

4.2 You need to complete the school's complaints procedure before you complain to DfE, unless one of the following applies:

- *a child is not getting an education*
- *a child has been exposed to harm*
- *the school is stopping you from following its complaints procedure*

4.3 Please note that the DfE will only investigate whether the complaint was handled properly and in accordance with education legislation and any statutory policies connected with the complaint.

4.4 At the time of writing this procedure, the DfE procedure and complaints form are available at: https://www.gov.uk/complain-about-school/state-schools

4.5 You may want to raise your concerns with Ofsted, but they will not accept any complaint if you have not first completed these full complaints procedures.

4.6 Ofsted considers complaints about things that affect the whole school rather than individuals. Ofsted cannot:

- resolve issues between you and the school
- ask the school to respond directly to your complaint or take action on it
- change the outcome of a complaint
- change the school's complaints process because of a complaint

Part 2: Concerns or complaints from other persons

Part 1 of this complaints policy applies only to complaints made by parents or carers of current registered pupils within the School. However, the School wishes to work closely with other members of the local community and will deal with their concerns and complaints as follows:

1 Stage 1 - a concern regarding a school or its operations may be made to any member of staff. That member of staff will attempt to resolve the matter immediately or may, if appropriate, refer the matter to their line manager or member of the senior leadership team (SLT) who is best placed to deal with the concern. It is expected that most concerns will be responded to orally or in writing within five school days. If a longer period is required, you will be kept informed of the progress of the investigation.

2 Stage 2 - where a concern is not resolved at stage 1, or you wish your concerns to be dealt with immediately as a formal complaint, you should put your complaint in writing and send this to the Headteacher to investigate. The Headteacher may delegate the task of investigation and/or responding to the complaint to a member of SLT or may escalate the complaint straight to stage 3. A formal response to the complaint will usually be provided within ten school days of receipt of the letter of complaint although if a longer period is required to respond, you will be kept updated.

3 Stage 3 - if you are not satisfied with the response at stage 2, you may request a review by writing to the Clerk of the local governing body of the school. You should write to the Clerk within ten school days of receipt of the letter at stage 2. Requests received outside of this time frame will only be considered if exceptional circumstances apply. The Clerk will arrange for a Governor to consider the complaint

alone or may convene a complaints committee on the same terms as set out in Part 1 of this complaints policy. The decision at this stage will usually be sent to you within twenty school days of receipt of the request for a review. The decision at stage 3 exhausts the school's complaints procedure.

Concerns or complaints regarding the Headteacher should be referred to the Chair of Governors at enquiries@marner.towerhamlets.sch.uk who will arrange for the stages above to be considered by an appropriate person.

Part 3: Unreasonably persistent complainants and unreasonable complainant behaviour

There are rare circumstances where we will deviate from the Complaints Procedure set out in Parts 1 and 2. These include, but are not necessarily limited to:

- *where the complainant's behaviour or language towards staff and / or members of the local governing body is abusive, offensive, discriminatory or threatening;*
- *where the complainant's behaviour is hindering consideration of complaints and/or the proper running of the school because of the frequency or nature of the complainant's contact, such as, if the complainant*:
    - refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance
    - refuses to co-operate with the complaint's investigation process
    - refuses to accept that certain issues are not within the scope of the complaint's procedure
    - insists on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice
    - introduces trivial or irrelevant information which they expect to be taken into account and commented on
    - raises large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales
    - makes unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced
    - changes the basis of the complaint as the investigation proceeds
    - seeks an unrealistic outcome, such as the inappropriate dismissal of staff
    - makes excessive demands on school time by frequent, lengthy and complicated contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with
    - knowingly provides falsified information
    - publishes unacceptable information on social media or other public forums

Where the complainant's complaint is clearly frivolous, vexatious and/or has patently insufficient grounds. The Office of the Independent Adjudicator defines the characteristics of a 'frivolous' or 'vexatious' complaint as:

- complaints which are obsessive, persistent, harassing, prolific, repetitious
- insistence upon pursuing undeserving complaints and/or unrealistic outcomes beyond all reason
- insistence upon pursuing deserving complaints in an unreasonable manner
- complaints which are designed to cause disruption or annoyance
- demands for redress that lack any serious purpose or value

Where the complainant's complaint is the same, similar to or based on the same facts of a complaint which has already been considered in full.

In these circumstances, we may:

- *inform the complainant that their behaviour is unacceptable or unreasonably persistent and ask them to change it;*
- *restrict the complainant's access to the school e.g. requesting contact in a particular form (for example, letters only), requiring contact to take place with a named person only, restricting telephone calls to specified days and times or banning the complainant from the school's premises. Any such arrangements will be reviewed after six months;*
- *conduct the Complaints Committee on the papers only i.e. not hold a hearing;*
- *refuse to consider the complaint and, where Part 1 of this procedure applies, refer the complainant directly to Stage 4.*

In all cases we will write to tell the complainant why we believe their behaviour is unacceptable or unreasonably persistent, what action we are taking and the duration of that action.

We may take the decision not to respond to any further correspondence where:

- *we have taken every reasonable step to address the complainant's concerns*
- *the complainant has been given a clear statement of our position and their option and*
- *the complainant contacts us repeatedly, making substantially the same points each time*
- *The case for ceasing further correspondence is stronger where: letters, emails, or telephone calls are often or always abusive or aggressive or make insulting personal comments about or threats towards staff*
- *we have reason to believe the complainant is contacting us with the intention of causing disruption or inconvenience*

Where the behaviour is so extreme that it threatens the immediate safety and welfare of staff and members of the local governing body, we will consider other options, for example reporting the matter to the police or taking legal action. In such cases, we may not give the complainant prior warning of that action.

Part 4: Complaint campaigns

For the purposes of this policy, a complaint campaign is defined as a complaint from three or more separate individuals (whether or not connected with a school or the School) which are all based on the same subject.

Depending on the subject in question, we may deviate from the procedure set out in this policy and instead:

- send a template response to all complainants and/or
- publish a single response on the school's website (as applicable)

Annex 1 - Matters excluded from scope of this policy

Excluded Matters	Signposting
Admissions	The process for challenging admissions decisions is set out in our admissions policy in accordance with relevant statutory guidance.
Child protection matters	Complaints about child protection matters are handled under our child protection and safeguarding policy and in accordance with relevant statutory guidance. If you have serious concerns, you may wish to contact the local authority designated officer (LADO) who has local responsibility for safeguarding or the Multi-Agency Safeguarding Hub (MASH).
Exclusions	The process for challenging exclusions decisions is set out in the DfE's statutory guidance and information can be found at https://www.gov.uk/school-discipline-exclusions/exclusions
National Curriculum content	Please contact the Department for Education at www.education.gov.uk/contactus
School re-organisation proposals	Where concerns are not adequately addressed by the school, complaints can be raised directly with the Department for Education.
Complaints about services provided by other providers who may use school premises or facilities	Providers should have their own complaints procedure to deal with complaints about service. Please contact them direct.
Staff grievances	Complaints from staff will be dealt with under the school's internal grievance procedures.
Staff conduct	Certain complaints about staff may need to be dealt with under the school's internal disciplinary procedures, if appropriate. Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.
Statutory assessments of Special Educational Needs (SEN)	Concerns about statutory assessments of special educational needs should be raised directly with the local authority.
Whistleblowing	We have an internal whistleblowing procedure for all our employees, including temporary staff and contractors. The Secretary of State for Education is the prescribed person for whistle-blowers in education who do not want to raise matters direct with their employer. Referrals can be made at: www.education.gov.uk/contactus. Volunteer staff who have concerns should complain through the school's complaints procedure. You may also be able to complain direct to the Department for Education (see link above), depending on the substance of the complaint

Annex 2 - Complaint Form

Your name:	
Pupil's name:	
Year Group of Pupil:	Class Name or Teacher:
Your relationship to Pupil:	
Your address and postcode:	
Your daytime telephone number:	
Your evening telephone number:	
Your email address:	
Your complaint is: (if you have more than one complaint, please number these)	

What action have you already taken to try and resolve your complaint(s)? (Who did you speak to and what was the response and or actions taken?)
What would you like as an outcome from your complaint(s)?
Are you attaching any paperwork? If so, give details here:

Your signature..... Date .....

All functions of the complaint's procedure must adhere to the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000.

Please complete and return to the school office via email or in a sealed envelope addressed to the Headteacher, Chair of Governors or Clerk of the local governing body (as appropriate).

Office use only
Date received .....Date acknowledgement sent .....

Responsible member of staff .....

<u>Annex 3</u> - Summary of Complaints Procedure for Parents & Carers (Flowchart)

Stage 1: Informal concerns	Parent brings a complaint to the attention of a member of staff, for example the pupil's class teacher or Phase Leader.
	Issue to be resolved within fifteen school days, including option to meet parents to discuss their concerns
	Issue investigated as required
	Resolution to be communicated in writing to parents
	If parent remains dissatisfied, they will be informed that they can proceed to Stage 2
Stage 2: Formal Written Complaint	Parent to put complaint in writing using Complaint Form within fifteen school days
	Complaint to be acknowledged within five school days
	Meeting with parents will be arranged within ten school days to discuss their complaint
	Issue investigated as required
	Written response to the complaint sent within fifteen school days including information on how to progress to stage three should they remain dissatisfied
Stage 3: Referral to Complaints Committee	Parent to request hearing within fifteen school days of receiving notice of the outcome of Stage 2
	Request to be acknowledged within five school days
	Hearing to take place within twenty school days of receipt of request
	Notification of date, time and place of the hearing and details of the committee members present sent at least five school days before the hearing
	School representative and parents to submit evidence in support of their case to Clerk at least three school days before the hearing
	Complaints Committee decision sent not more than five school days after the hearing