



“Guided by Jesus Christ, our teacher, we journey together,  
learning to dream, believe and achieve”

## **SCHOOL COMPLAINTS POLICY**

### **Introduction:**

The majority of issues raised by parents, the community or pupils, are concerns rather than complaints. St Clare’s RC Primary 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 Clare’s School’s policy is to resolve the complaint as fairly and speedily as possible. Formal complaints 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 Clare’s School Complaints Policy has four main stages.**

In summary they are as follows: -

- Stage 1 – A concern is raised informally with a staff member.
- Stage 2 – Formal complaint is heard by the Assistant Head or Deputy Headteacher.
- Stage 3 – Complaint is heard by Head Teacher.
- Stage 4 – Complaint is reviewed by members of the Governing Body.

### **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 with a senior member of staff. 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 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 the senior staff**

Formal complaints shall be put in writing and addressed to the assistant headteacher or, in the infant department, the deputy headteacher. The complaint will be logged, including the date it was received. The school will normally acknowledge receipt of the complaint within 2 school working days of receiving it. In many cases this response will also report on the action the school has taken to resolve the issue.

### **Stage 3 – Complaint heard by head teacher**

If the matter has not been resolved at Stage 2, the head teacher will arrange further investigation. Following the investigation, the head teacher will normally give a written response within 10 school working days. If you are dissatisfied with the result at stage 3, you should let the school know within 10 school working days of getting the response.

### **Stage 4 – Response to the governing body**

If the matter has still not been resolved at Stage 3, then you should write to the Chair of Governors giving details of the complaint. The Chair or a nominated Governor will arrange for the matter to be investigated by the governing body, taking into consideration the evidence available.

**N.B.** In cases where the matter concerns the conduct of the head teacher, the head teacher and Chair of Governors will be informed of the complaint. The Chair 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' review and response is the last school-based stage of the complaints process.**

**Policy Review Date: Summer 2014**

**Approved by the Board of Governors**

**Signed by:** *W. Ryan* W. Ryan, Chair of Governors

**Date:** 15<sup>th</sup> May 2014

**Date for Review:** May 2017