



Working Together, Aiming High

Tornedale Infant School

Complaints Procedure

Date policy ratified:	March 2017		
Date for next review:	March 2020		
Signed by Chair of Governors:			
Signed by Head teacher:			

General Principles:

- This procedure is for anyone who may have a concern or complaint; children, parents, carers or staff. This procedure is intended to allow you to raise a concern or complaint relating to the school or the services that it provides.
- An anonymous concern or complaint will not be investigated under this procedure, unless there are exceptional circumstances.
- To allow for a proper investigation, concerns or complaints should be brought to the attention of the school as soon as possible. In general, any matter raised more than 3 months after the event, being complained of, will not be considered.

Raising a concern or complaint

1. Informal Stage

It is normally appropriate to communicate directly with the member of staff concerned. This may be by letter, by telephone or in person by appointment. Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most complaints will be resolved by this informal stage.

In the case of serious concerns it may be appropriate to address them directly to the Headteacher (or Chair of the Governing Body if the complaint is about the Headteacher).

If you are uncertain about who to contact, please seek advice from the school office.

2. Formal Stage

If your concern or complaint is not resolved at the informal stage you must put the complaint in writing and pass it to the Headteacher (or Chair of the Governing Body if the complaint is about the Headteacher), who will be responsible for ensuring that it is investigated appropriately. School can provide a form for this purpose if you wish.

You should include details which might assist the investigation, such as names of potential witnesses, dates and times of events, and copies of relevant documents. It is very important that you include a clear statement of the actions that you would like the school to take to resolve your concern. Without this, it is much more difficult to process.

Please pass the letter of complaint, in a sealed envelope to the Headteacher or to the Chair of Governors via the school office. The Headteacher or Chair may invite you to a meeting to clarify your concerns and to seek an informal resolution.

It is possible that your complaint will be resolved through a meeting with the Headteacher or Chair. If not arrangements will be made for the matter to be fully investigated. In any case you should learn in writing, usually within 5 days of the school receiving your formal complaint, of how the school intends to proceed. This notification will include an indication of anticipated timescale.

Any investigation will begin as soon as possible and when it has been concluded, you will be informed in writing of its conclusion.

If you are not satisfied with the manner in which the process has been followed, you may request that the Governing Body reviews the process. Any such request must be made in writing to the Chair of Governors within 10 school days of receiving notice of outcome, and include a statement specifying any perceived failures to follow procedure. The procedure described below will be followed. A review request form is provided should you wish to use it.

Review Process

Any review of the process followed by the school will be conducted by a panel of 3 members of the Governing Body. This will usually take place within 10 school days of receipt of your request.

The review will normally be conducted through a consideration of written submissions but reasonable requests to make verbal representations should be considered sympathetically.

The panel will first receive written evidence from the complainant.

The panel will invite representatives from school (usually the Headteacher or Chair) to make a response to the complaint. The panel may also have access to the records kept of the process followed.

You and the school representative(s) will be informed in writing of the outcome, usually within 5 school days of the panel meeting.

If you believe that the Governing Body has acted illegally or arbitrarily in handling the complaint, then you may make representations to the Secretary of State for Children, Schools and Families.

Tornedale Infant school Complaint Form

Please complete this form and return to the Headteacher (or Chair of Governors), who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name

Relationship with school (eg parent of pupil).....

Pupil's name (if relevant to complaint).....

Your address:

Daytime telephone number.....

Evening telephone number.....

Please give concise details of your complaint (including dates, names of witnesses etc) to allow the matter to be fully investigated.

You may continue on a separate sheet.

What action, if any, have you already taken to try to resolve your complaint?

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

Signature:

Date:

School Use Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Complaint referred			
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to:			
Date:			

Tornedale Infant School Complaint Review Request form

Please complete this form and return to the Headteacher (or Chair of Governors), who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name

Your address:

Daytime telephone number.....

Evening telephone number.....

To whom it may concern

I submitted a formal complaint to the school on and I am dissatisfied by the procedure that has been followed.

My complaint was submitted to And I received a response from on

I have attached copies of my formal complaint and of the responses from the school.

I am dissatisfied because:

You may continue on a separate sheet.

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

Signature:

Date:

School Use Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Request referred to:

Date:
