



St Anthony's Catholic Primary School

Policy: Complaints



If you have a concern or complaint we would like you to tell us about it. We welcome suggestions for improving our work in the school. Be assured that no matter what you want to tell us, our support and respect for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly, an incident or problem which has happened some time ago.

Stage 1

Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. If you have a complaint which you feel should be looked at by the Headteacher in the first instance you can contact him/her straightaway if you prefer. It is usually best to discuss the problem face to face. You may need an appointment to do this, and can make one by ringing or calling in to the school office. You can take a friend or relation to the appointment with you if you would like.

All staff will make every effort to resolve your problem informally. They will make sure that they understand what you feel went wrong, and they will explain their own actions to you. They will ask what you would like the school to do to put things right. Of course, this does not mean that in every case they will come round to your point of view but it will help both you and the school to understand both sides of the question. It may also help to prevent a similar problem arising again.

Stage 2

Referral to Headteacher for Investigation

If you are dissatisfied with the teacher's response (or the Headteacher's initial reaction if he/she has already been involved) you can make a complaint to the Headteacher. This should be made in writing.

If your complaint is about an action of the Headteacher personally, then you should refer it to the Chair of the Board of Governors who will arrange for an independent investigation to be carried out. You can contact The Chair of Governors c/o St Anthony's Catholic Primary School.

The Headteacher will ask to meet you for a discussion of the problem. Again you may take a friend or someone else with you if you wish. The Headteacher will conduct a full investigation of the complaint and may interview any members of staff or pupils involved. You will receive a written response to your complaint.

Following the investigation at Stage 2, and a response, in writing, from the Chair of Governors sent to the person making the complaint, the complaint has 20 school days, from the receipt of this response, to indicate whether they are unhappy, for any reason, with the findings and response. During this 20 day period the person who has made the complaint must indicate, in writing, with details of their complaint(s), as to whether or not they wish to proceed to a Stage 3 of the complaint procedures. After 25 school days following the date of the Chair of Governors response, if no indications have been received that the complainant wishes to proceed to Stage 3, the complaint will be seen as resolved and closed, necessitating no further action by the school.

Stage 3

If you are still unhappy

The problem will normally be solved by this stage. However, if you are still not satisfied you may wish to contact the Chair of the governing body to ask for referral of your complaint to a

Governors' Complaints Panel. It will then be heard by a group of three governors who have no previous knowledge of the problem and so will be able to give it a fresh assessment. You will be invited to attend and speak to the panel at a meeting which the Headteacher will also attend. The General Complaints Procedure statement explains how these meetings operate.

Stage 4

Further action

Complaints about school problems are almost always settled within schools but in exceptional cases it may be possible to refer the problem to an outside body such as the Local Education Authority or the Secretary of State for Education and Employment. Again there is more information on this in the General Complaints Procedure.

Revised and adopted by the Governing Body.