



Runnymede
St Edward's
School

COMPLAINTS PROCEDURE POLICY

AUTUMN TERM 2010

RUNNYMEDE ST EDWARD'S SCHOOL

COMPLAINTS PROCEDURE

Introduction

Mission Statement

This policy has been written in consultation with staff and governors of Runnymede St Edward's School and with reference to our Mission Statement.

Runnymede St Edward's School is a Catholic community which reflects the spirit of Blessed Edmund Rice and aims to inspire, challenge and support all.

Runnymede St Edward's School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However if parents do have a complaint, they can expect it to be treated by the school in accordance with this procedure.

Stage 1 - Informal Resolution

- It is hoped that most complaints and concerns will be resolved quickly and **informally**.
- If parents have a complaint they should normally contact their son/daughter's *Form teacher*. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the *Form teacher* cannot resolve the matter alone, it may be necessary for *him/her* to consult the *Deputy Headteacher or the Headteacher*.
- Complaints made directly to *the Headteacher* will usually be referred to the relevant *Form teacher* unless *the Headteacher* deems it appropriate for *him/her* to deal with the matter personally.
- The *Form teacher* will make a **written record of all concerns and complaints and the date on which they were received**. Should the matter not be resolved within 2 weeks or in the event that the *Form teacher* and the parent **fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint to the Headteacher but still informally at this stage** of the Procedure.

Stage 2 - Formal Resolution

- If the complaint cannot be resolved on an informal basis, then the parents should **put their complaint in writing** to the Headteacher. The Headteacher will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Headteacher will *meet/speak to* the parents concerned,

normally **within 7 working days** of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

- It may be necessary for the Headteacher to carry out further investigations.
- The Headteacher will **keep written records** of all meetings and interviews held in relation to the complaint.
- Once the Headteacher is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Headteacher will also give reasons for his/her decision.
- **If parents are still not satisfied with the decision, they should proceed to Stage 3** of this Procedure.

Stage 3 - Panel Hearing

If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Headteacher's Secretary, who *has* been appointed by the Governors to call hearings of the Complaints Panel.

- **The matter will then be referred to the Complaints Panel for consideration.** The Panel will consist of at least 3 persons not directly involved in the matters detailed in the complaint, **one of whom shall be independent of the management and running of the school.**† **Each of the Panel members shall be appointed by the proprietor.**‡ The Headteacher's Secretary on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally **within 14 working days of referring to Governors**
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than **3 days** prior to the hearing.
- **The parents may be accompanied to the hearing by one other person.** This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete **within 7 working days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it.** The decision of the

Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing (electronically or otherwise) to the parents and, where relevant, the person complained of. A copy will also be available on the school premises for inspection by the Headteacher and the Governors.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails. Records of all complaints will be kept for at least three years.

Parents have the right to refer their complaint to the Independent Schools Inspectorate, CAP House, 9 - 12 Long Lane, London, EC1A 9HA Telephone 020 7600 0100.

Parents of children in the Early Years Foundation Stage also have the right to refer their complaint to Ofsted, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA Telephone 0300 123 1231.

† The ISC has obtained guidance from the DfES on how school go about finding such an independent person (see Appendix).

‡ i.e. the board of governors in the case of schools which are charities.

Panel – J Morgan, J Myerscough, Independent person

The number of Formal complaints in 2009/2010 - 0

Appendix:

Complaints Procedure - Independent Member of the Panel

The DfES has supplied the following guidance in a letter to the ISC General Secretary:

Whilst we do not intend to be prescriptive our general view is that suitable people would be those who have held positions of responsibility and who are used to analysing evidence and putting forward balanced arguments/points. It would add credibility if independent panel members had some standing in the local community. In this connection serving or retired business people, civil servants, Headteachers or senior members of staff at other schools, people with a legal background — perhaps retired members of the Police Force — might be considered suitable by schools. Schools will have their own views and may well have other suitable suggestions to make.

You asked if it would be acceptable to appoint former governors or staff of the school as the independent panel member. The regulations do not preclude this since the stipulation is that the person must be independent of the management and running of the school. Clearly former governors or staff would not have any such involvement. However, schools should bear in mind that they may be subject to criticism that such people would remain too close to the school and would not be truly independent.