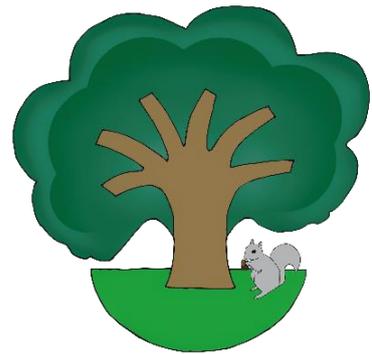


PARK WOOD SCHOOLS FEDERATION



Complaints Policy

Reviewed January 2016

1. Introduction

At Park Wood Schools Federation we believe that our school provides a good education for all our children, and that the whole staff team work very hard to build positive relationships with all parents. However, the school is obliged to have procedures in place in case there are complaints by parents. The following policy sets out the procedure that the school follows in such cases.

2. Aims and objectives

Park Wood Schools Federation aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved. The School deals with all complaints even handed and considers the needs and rights of all those involved.

3. The complaints process

How to share a concern

If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school, learning well and is making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress. All teachers understand that if there is a problem that requires consultation with a member of the leadership team, then this will be done.

What to do if the matter is not resolved through informal discussion

Where a parent feels that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the Year Leader, Deputy Headteacher or the Headteacher. The Headteacher and leadership team considers any such complaint very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.

Sharing a concern about the Headteacher

Should a parent have a complaint about the Headteacher, s/he should first make an informal approach to one of the members of the governing body, who is obliged to investigate it. The governor in question will do all s/he can to resolve the issue through a dialogue with the school, but if a parent is unhappy with the outcome, s/he can make a formal complaint, as outlined below. A list of governor's names is available from the school office.

How to take the matter further

Only if an informal complaint fails to resolve the matter should a formal complaint be made to the governing body. This complaint must be made in writing, stating the nature

of the complaint and how the school has handled it so far. The parent should send this written complaint, dated, to the chair of governors.

The governing body must consider all written complaints within three weeks of receipt. It arranges a meeting to discuss the complaint, and invites the person making it to attend the meeting, so that s/he can explain her complaint in more detail. The school gives the complainant at least three days' notice of the meeting.

After hearing all the evidence, the governors consider their decision and inform the parent about it in writing. The governors do all they can at this stage to resolve the complaint to the parent's satisfaction. At all times, the School and Governors take advice from the Local Authority in order to deal with such matters in the correct way.

Who to appeal to next

If the complaint is not resolved, a parent may make representation to the LA. Further information about this process is available from the school or from the LA. A further meeting is chaired by an independent person, who considers all the evidence and makes a further judgement in an attempt to resolve the complaint.

If any parent is still not content that the complaint has been dealt with properly, then s/he is entitled to appeal to the Secretary of State for Education.

4. Monitoring and review

The governors monitor the complaints procedure, in order to ensure that all complaints are handled properly. The Headteacher logs all complaints received by the school and records how they were resolved. Governors examine this log on an annual basis.

Governors take into account any local or national decisions that affect the complaints process, and make any modifications necessary to this policy. This policy is made available to all parents, so that they can be properly informed about the complaints process. When a complaint is seen as unreasonable, the school will refer to the 'Unreasonable Persistent Complaint' Policy.

Note: In cases involving an appeal against an exclusion, the school, including the Headteacher and Governors, will follow the Local Authority guidelines as amended and up to date at the time, as well as all Safeguarding procedures.