

## COMPLIMENTS AND COMPLAINTS' POLICY

**Date of issue:** July 13

### **COMPLIMENTS**

If you are happy with the actions of a school or a teacher, let the school know. It is good to know when we have got it right. All compliments will be acknowledged and shared with staff.

### **COMPLAINTS**

This policy should be used in conjunction with the DfE Guidance (School Complaint Procedure – 22 May 2003) and alongside the school's Home/School Agreement.

#### **Introduction:**

The majority of issues raised by parents, or pupils, are concerns rather than complaints. Light Hall 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 recourse to formal procedures. However, in those instances where a parent doesn't feel a concern has been addressed, or it is of sufficient gravity, then the school's formal complaints' procedure should be used. The prime aim of Light Hall 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.

The following details outline the stages that can be used to resolve parental complaints.

#### **The school policy has five main stages.**

In summary they are as follows: -

- Stage 1 – A concern is raised informally with an appropriate member of staff. If the matter is not resolved, then it goes to: -
- Stage 2 – The school receives a formal written complaint. If the matter is not resolved, then the complaint goes to: -
- Stage 3 – The Headteacher or appropriate senior member of staff hears the details of the complaint and arranges a further investigation. If the matter is still not resolved then the complaint goes to: -
- Stage 4 – The Governing Body's Complaints' Appeal Panel for a formal hearing of the complaint.
- Stage 5 – Independent appeal to EFA.

#### **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. Apart from the school's normal Parental Consultation Evenings, or other arranged meetings with specific staff, the school requests that parents make their first contact with the relevant member of staff (in most cases this will be either the subject teacher, pastoral manager, head of year, or form tutor). On some occasions the concern raised may require investigation, or discussion with others, in which case there will be an informal but informed response within three days. It is anticipated that the vast majority of concerns will be satisfactorily dealt with in this way. However if you are not satisfied, please write or call the school within ten 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 – Making a complaint**

Formal complaints should be put in writing and sent to the School, addressed either to the Headteacher or a designated member of staff. The School will normally acknowledge receipt of the complaint within two days of receiving it. In many cases this response will also report on the action the school has taken to resolve the issue. Alternatively, a meeting may be convened to discuss the matter further. This meeting will normally take place within five working days of the receipt of the formal complaint but in any case within no more than ten working days. If, on the other hand, it is felt that the matter is too serious to be dealt with at this stage, then the matter will be passed directly to the Headteacher \* (see Stage 3 below). The aim will be to resolve the matter as speedily as possible.

Formal complaints will be confidential except where the Secretary of State or an inspecting body requires access to such statements.

### **Stage 3 – Further Investigation**

If the matter has not been resolved at Stage 2, or it is felt that the matter is too serious to be dealt with at Stage 2, the Headteacher, or another designated member of staff, will undertake a further investigation. Following the investigation, the school will normally give a verbal or written response within ten school working days. If you are dissatisfied with the result at stage 3, you need to let the school know within ten working days of getting the response.

\* **N.B.** In cases where the matter concerns the conduct of the Headteacher, both the Governing Body and the Headteacher will be informed of the complaint and the Governors will arrange for the matter to be further investigated. The school will normally give a response within five working days but in any case within no more than ten working days.

### **Stage 4 – Appeal to Governors**

If the matter has still not been resolved at Stage 3, then the school will advise the complainant of the right to refer the complaint to the Governing Body. Complainants should send their written complaint to the Chair of Governors. If the Chair of Governors decides that the concerns need wider addressing, a meeting of the Governors' Appeal Panel will be asked to consider the complaint. This will normally occur within 15 working days. The Governors Appeal Panel will consist of at least three Governors who have not been directly involved in the matters detailed in this complaint. This panel will include at least one person independent of the management and running of the Academy. The Parent will be invited to attend the hearing, and be accompanied, if they so wish.

The aim of the Appeal panel hearing is to impartially resolve the complaint and to achieve reconciliation between the school and the complainant. All parties will be notified of the Panel's decision in writing within three working days after the date of the hearing. The letter will also contain details of any further rights of redress available.

N.B: -The Governors' appeal hearing is the last school-based stage of the complaints' process

### *Stage 5 – Independent Appeal*

*A further appeal is possible by contacting either:*

- the online school complaints form at  
< <https://www.education.gov.uk/schools/leadership/schoolperformance/school-complaints-form> >
- or by post to  
Department for Education,  
Castle View House, East Lane,  
Runcorn, Cheshire, WA7 2GJ