



THE
MANOR
SCHOOL

COMPLAINTS POLICY

| POLICY HISTORY | | | |
|----------------|----------------|-----------------|----------|
| Policy Written | September 2005 | Ratified by FGB | 01/09/05 |
| Policy Updated | September 2006 | Ratified by FGB | 18/10/06 |
| Policy Updated | September 2007 | Ratified by FGB | 10/10/07 |
| Policy Updated | September 2008 | Ratified by FGB | 15/10/08 |
| Policy Updated | September 2009 | Ratified by FGB | 14/10/09 |
| Policy Updated | September 2010 | Ratified by FGB | 13/10/10 |
| Policy updated | September 2010 | Ratified by FGB | 12/10/11 |



Complaints Policy



Introduction

We believe that our school provides a good education for all our children, and that the Executive Head Teacher and her staff 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.

If any parent is unhappy with the education that their child is receiving, or has any concern relating to the school, we encourage that person to talk to the child's class teacher immediately.

We deal with all complaints in accordance with procedures set out by the Local Authority.

All parents have the right, as a last resort, to appeal to the Secretary of State for Education, if they still feel that their complaint has not been properly addressed.

Aims and objectives

The Manor School 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 complaints process

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, 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.

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 Executive Head Teacher or member of the Senior Management Team. The Executive Head Teacher considers any such complaint very seriously and investigates each case thoroughly.

Most complaints are normally resolved at this stage.

Should a parent have a complaint about the Executive Head Teacher, he/she 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 they can to resolve the issue through a dialogue with the school, but if a parent is unhappy with the outcome, he/she can make a formal complaint, as outlined below.

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 to the Chair of Governors. The Chair of Governors will inform the Executive Head Teacher of the nature of the complaint and advise that a formal investigation will follow within the following time frame.

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 he/she can explain her complaint in more detail. The school gives the complainant at least three days' notice of the meeting.

After hearing evidence from all parties, 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.

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

Monitoring and review

The governors monitor the complaints procedure, in order to ensure that all complaints are handled properly. The school log all complaints received by the school and records how they were resolved. The Executive Head Teacher reports any unresolved complaints to the Governing Body as an agenda item of the Full Governing Body meeting.

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.

_____ signed on behalf of the Governing Body

Date: 12th October 2011

Date for review: October 2012