



**ST. THERESA'S CATHOLIC PRIMARY SCHOOL**

# Complaints Procedure

## **Our Mission Statement**

At St. Theresa's School  
We learn together  
We play together  
We pray together  
We grow together in the love of God.

Date of policy review: April 2018

Next review: April 2019



## **ST. THERESA'S CATHOLIC PRIMARY SCHOOL**

### **SCHOOL COMPLAINTS POLICY**

#### **Mission Statement**

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We learn together  
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#### **School Complaints Procedure**

##### **General Principles**

- This procedure is intended to allow you to raise a concern, clarification or complaint relating to the school, or the services that it provides.
- An anonymous concern or complaint will not be investigated under this procedure, unless there are exceptional circumstances.
- To enable a proper investigation, concerns, clarifications or complaints should be brought to the attention of the school as soon as possible. In general, any matter raised more than 3 months after the event, being complained of, will not be considered.

#### **Raising a concern or clarification**

##### **Informal Stage**

- It is normally appropriate to communicate directly with the member of staff concerned even if it is the Headteacher. This may be by letter, by telephone or in person by appointment, requested via the school office. Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most concerns will be resolved by this informal stage.
- In the case of serious concerns it may be appropriate to address them directly to the Head teacher.

##### **Formal Stage**

- If your concern is not resolved at the informal stage you may choose to put the concern in writing and pass it to the Head teacher, who will be responsible for ensuring that it is investigated appropriately. Once this is done the concern becomes

a complaint and formal procedures are to be followed. If the complaint is about the Headteacher and you have already tried to resolve the issue with the Headteacher, your complaint should be passed in writing to the school office for the attention of the Chair of the Governing Body.

- A complaint form is available from the school office and on the school website to assist you.
- You should include details which might assist the investigation, such as names of potential witnesses, dates and times of events, and copies of relevant documents. It is very important that you include a clear statement of the actions that you would like the school to take to resolve your concern. Without this, it is much more difficult to proceed.
- Please pass the completed form, in a sealed envelope to the school office. The envelope should be addressed to the Headteacher, or to the Chair of the Governing Body, as appropriate.
- The Headteacher (or Chair) may invite you to a meeting to clarify your concerns and to explore the possibilities of an informal resolution. If you accept that invitation, you may be accompanied by a friend, if you wish to assist you in explaining the nature of your concerns.
- It is possible that your complaint will be resolved through a meeting with the Headteacher (or Chair). If not, arrangements will be made for the matter to be fully investigated, using the appropriate procedure. In any case you should learn in writing, usually within 5 days of the school receiving your formal complaint, of how the school intends to proceed. This notification should include an indication of the anticipated timescale.
- Any investigation will begin as soon as possible and when it has been concluded, you will be informed in writing of its conclusion.
- If you are not satisfied with the manner in which the process has been followed, you may request that the Governing Body reviews the process followed by the School, in handling the complaint. Any such request must be made in writing to the Chair of the Governing Body, within 10 School days of receiving notice of the outcome, and include a statement specifying any perceived failures to follow the procedure. The procedure described below will be followed. A review Request form is available from the school office or on the school website for your convenience.

### **Review Process**

- Any review of the process followed by the School will be conducted by a panel of 3 members of the Governing Body. This will usually take place within 10 School days of receipt of your request.
- The review will normally be conducted through a consideration of written submissions, but reasonable requests to make oral representations should be considered sympathetically.

Reviewed: April 2017. To be reviewed: April 2018.

## St. Theresa's Catholic Primary School Formal Complaint Form

Please complete this form and return it, via the School office, to the Headteacher (or Chair of the Governing Body), who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

Relationship with School (e.g. parent of a pupil on the school roll):

Pupil's name (if relevant to your complaint):

Your address:

Telephone numbers

Daytime:

Evening:

e-mail address:

Please give concise details of your complaint, (including dates, names of witnesses etc.) to allow the matter to be fully investigated:

You may continue on separate paper, or attach additional documents, if you wish.

Number of additional pages attached =

Continued overleaf

## St. Theresa's Catholic Primary School Formal Complaint Form

What action, if any, have you already taken to try to resolve your complaint? (I.e. who have you spoken with or written to and what was the outcome?)

What actions do you feel might resolve the problem at this stage?

Signed ..... Date.....

School use:

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

School use:

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Complaint referred to :

Date:

Complaint referred to :			
Date:			

## St. Theresa's Catholic Primary School Complaint Review Request Form

Please complete this form and return it to Head Teacher who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name: .....

Your Address:

Telephone numbers:

Daytime:

Evening:

E-mail address:

Dear Sir / Madam

I submitted a formal complaint to the school on ..... and am dissatisfied by the procedure that has been followed.

My complaint was submitted to ..... and I received a response from ..... on .....  
.

I have attached copies of my formal complaint and of the response(s) from the school.

I am dissatisfied with the way in which the procedure was carried out, because:

You may continue on separate paper, or attach additional documents, if you wish.

Number of Additional pages attached =

What actions do you feel might resolve the problem at this stage?

**School use**

Date Form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Request referred to:			
Date:			