

Complaints Policy

Aims of the Dormer House School with regard to complaints:

- The school has long prided itself on the quality of teaching and pastoral care that is provided for the pupils.
- The school welcomes suggestions and comments from parents*, and aims to deal appropriately with any concerns that parents may raise. If, as parents, you have concerns, we would rather hear them as soon as possible. If in doubt, please contact the school as we are here to help. We aim to respond promptly and in a courteous and efficient way, in accordance with this policy.
- It is hoped that most concerns will be resolved quickly and informally. It is best to start by contacting the member of staff most closely connected with the issue. A list of staff with contact details is given in Appendix A at the end of this policy.
- References to written communication include e-mail, but do not include any other forms of electronic communication (social media, text messages, etc.)
- All concerns or complaints will be treated seriously and, where appropriate, in confidence.

*References to 'parents' in this policy relates to parents of current pupils and includes 'carers' and 'guardians' of current pupils. This complaints procedure only applies to past pupils if the complaint was initially raised when the pupil was still registered with the school.

Stage 1 – Informal Resolution

- If parents have a concern or complaint, they should normally contact their son/daughter's class teacher. The class teacher will make a written record of all concerns and complaints including the date on which they are received. The class teacher must inform a member of the senior leadership team of the nature and outcome of the complaint and this will be recorded by the Complaints File.
- For more serious concerns or complaints, parents may choose to contact a more senior member of staff (Leadership Team). Concerns or complaints made directly to a senior member of staff, if deemed appropriate, may be delegated to the class teacher or other member of staff more closely

associated with the pupil. (A written record will be kept as indicated in the above point and the Head will always be kept informed).

- Initial contact will be responded to within 24 normal school hours and the school aims to resolve complaints within 5 working days. Should it not be resolved within 7 days then proceed to stage 2.
- Informal (Stage 1) concerns or complaints can be made in writing. If the school receives such a concern or complaint in writing, this does not automatically make this a formal (Stage 2) concern or complaint.
- Should the matter not be resolved within 7 days of the initial complaint, or in the event the school and parent fail to reach a satisfactory resolution, then parents may request a formal resolution and proceed with their complaint in accordance with Stage 2 of this complaints policy.
- The timescale for which parents may initiate action to the next stage is within, but not exceeding, 7 days from the initial date of complaint.
- If the parents are not satisfied with the Head's response to the informal concern or complaint, then they may request the establishment of a formal procedure for their complaint in accordance with Stage 3 of this complaints policy.

Stage 2 – Formal Resolution

- If the complaint cannot be resolved on an informal basis in accordance with Stage 1, then the parents may establish a formal procedure for their complaint by submitting a written request to the Head, for the matter to be considered further.
- The Head will speak to parents within five days (or 28 days if during the school holidays). If an investigation is needed then it is to be completed within 14 days of the Head speaking with the parent unless there are fully explained reasons for a delay such as a school holiday. A meeting is held (to discuss and attempt to resolve the matter to the satisfaction of the parents and the school) and a written record of this meeting will be kept, and of any initial investigations undertaken, and the Chair of Trustees will be informed.
- If it is not possible to resolve the matter during this meeting, or if the matter is considered sufficiently serious or complex, then the Head, in liaison with the Chair of the Board of Trustees, will instigate a formal investigation into the complaint.
- The investigation will be conducted by the Head or a member of the senior leadership team who has not previously been involved in the matter.
- The investigation will be conducted in a timely manner. The person investigating the complaint will keep written records of all meetings and interviews and, if this is not the Head, will report his or her findings to the Head. This investigation will be completed within 14 days of the initial contact and/or meeting with the parents following the receipt of formal complaint. (Unless there are fully explained extenuating circumstances for a slight delay, such as a school holiday.)

- Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, the Head, in liaison with the Chair of the Board of Trustees, will review the findings of the investigation and decide upon the outcome of the complaint. This decision, and the reasons for this decision, will be communicated to the parents in writing without delay.
- If the parents are not satisfied with the Head's response to the formal complaint, they may request a panel hearing and proceed with their complaint in accordance with Stage 3 of this complaints policy. The timescale for which parents may initiate action to Stage 3 is within, but not exceeding, 7 days from the receipt of the written request to the Head.

Stage 3 – Panel Hearing

- If the complaint cannot be resolved in accordance with Stage 2 of this policy, then the parents may request a panel hearing by writing to the Chair of Trustees with a copy to the Head, within 7 days of the receipt of the Head's decision from Stage 2. If such a request is not received within the 7 day timescale, the complaint will be closed.
- The Chair of Trustees will inform the parents in writing of the date on which the matter has been formally referred to the panel hearing and of the procedure in respect of a panel hearing.
- This panel hearing will be scheduled to take place as soon as practicable after receipt of the parent's written request and within 21 days of the school receiving this request (unless for extenuating circumstances such as school holidays). Any adjournment will result in a rescheduling hearing within ten days.
- The panel will consist of at least three persons who were not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. It is expected that members of the panel will have held positions of responsibility and be used to scrutinizing evidence and putting forward balanced arguments.
- If the parents making the complaint wish, they may attend the panel hearing and may be accompanied by one other person.
- If possible the panel will try to resolve the parent's complaint without the need for further investigation. Where further investigation is required, the hearing will be adjourned to allow this to be undertaken. The panel will arrange a new date for the adjourned hearing without delay and within ten days (or within 28 days if during school holidays).
- At the hearing, after due consideration of the facts, the panel will decide upon its findings and recommendations. Within five days of the final panel hearing, the Chair of the panel will provide a copy of those findings and recommendations to the parents (complainants) and, where relevant, the person complained about. A copy of those findings and recommendations will be available for inspection on the school premises by the Head and the Chair of Trustees.

- The findings and recommendations of the panel will be considered by the Board of Trustees and any recommendations will be addressed without undue delay. Even when a complaint is not upheld, consideration will be given to improve school procedures or policies. Within five days of the panel hearing, parents will be provided with a copy of the findings and recommendations.

Record Keeping

- Written records will be kept in a central confidential register of all complaints whether they are resolved following a formal procedure, or proceed to a panel hearing, together with any action taken by the school as a result of these complaints (regardless of whether they are upheld).
- Correspondence, statements and records relating to individual formal complaints are to be kept confidential except where the Secretary of State or body conducting an inspection under section 108 or 109 of the 2008 Act, or section 87(1) of the 1989 Act, requests access to them.
- The Head and the leadership team are also responsible for monitoring the frequency and nature of all recorded informal complaints and take action should underlying patterns emerge.
- This policy also relates to complaints made by pupils. Children will be listened to, and not put under any undue pressure, if they feel the need to make a complaint in good faith.
- This complaints policy is made available for all pupils on the school website www.dormerhouseschool.co.uk or from the school office.

Early Years Foundation Stage

In addition to main school complaints procedure:

- Written complaints about the fulfilment of the EYFS requirements must be investigated and the complainant notified of the outcome of the investigation within 28 days.
- The record of complaints must be made available to Ofsted on request.
- The school must make available details of how to contact Ofsted, if parents believe the provider is not meeting the EYFS requirements.

Number of complaints (registered under the formal procedure during the preceding 12 months)

Number of formal complaints: 1

APPENDIX A

School contact details:

Headmistress:

Alison Thomas: athomas@dormerhouseschool.co.uk

Chair of Board of Trustees:

Nic Fulcher: nicfulcher@dormerhouseschool.co.uk

Deputy Head:

Andy Trafford: atrafford@dormerhouseschool.co.uk

Nursery Manager:

Jane McPherson: jmcpherson@dormerhouseschool.co.uk

All teaching staff at Dormer House may be contacted by email (first initial, surname @dormerhouseschool.co.uk)

Ofsted contact details: Piccadilly Gate,
Store Street
Manchester
M1 2WD 0300 123 1231

enquiries@ofsted.gov.uk

This policy is monitored by the Leadership Team and the Trustees and will be reviewed annually.

Policy last reviewed (Leadership Team): April 2016

(Next review: July 2016)