

## **NORFOLK HOUSE SCHOOL & MONTESSORI HOUSE NURSERY**

# Complaints Procedure

This procedure applies all pupils in the school, including in the EYFS



Reviewed July 2017  
by

Paul Jowett  
Head Teacher

Reviewed - Annually  
Safeguarding Governor – Chris Sanderson  
Head Teacher – Paul Jowett

## Contents

[Guidance](#)

[Stage 1 - Informal complaint \(Resolution within 5 working days\)](#)

[Stage 2 - Formal Complaint \(Resolution within 10 working days\)](#)

[Stage 3 - Independent Resolution - Panel Hearing \(Resolution within 13 working days\)](#)

[Appendix 1: Number of complaints registered under the formal procedure during the year 2015-2016](#)

[Appendix 2](#)

## Norfolk House School & Montessori House Nursery. Complaints Procedure

### Guidance

The complaints procedure at Norfolk House School & Montessori House Nursery has three stages, to be covered in a period of 28 days excluding school holidays and weekends between the complaint being made and the final resolution. Written complaints about the fulfilment of the EYFS requirements are investigated and the complainant notified of the outcome of the investigation within 28 days. The DfE does not distinguish between a 'concern' and a 'complaint'. Any matter about which a parent of a pupil is unhappy and seeks action by the school is considered as a complaint and will be addressed in accordance with this policy. In this respect, it is anticipated that the large majority of complaints will be resolved at the informal stage.

The school will keep records of complaints which are resolved at the informal stage for management purposes, for example to enable patterns or trends to be monitored. A formal written and/or electronic record is kept of complaints made to the school which reach the formal stage. Details will be recorded of;

- whether the complaint was resolved following the formal stage or proceeded to a panel hearing;
- action taken by the school as a result of the complaint, (regardless of whether the complaint was upheld).

Records are kept for at least three years. The school will provide ISI and Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint.

### Stage 1 - Informal complaint (Resolution within 5 working days)

All complaints may be made on an informal basis initially; verbally or in writing. Sections A-F deal with any informal complaints. In many instances issues will be dealt with straight away. Where further information is required every effort will be made to make an initial response within 24 hours of the issue being raised.

#### A Complaints by parents about a member of staff

- i. Direct discussion with parents and Headteacher
- ii. Direct discussion with member of staff followed by conversation between member of staff and parents and aggrieved parties
- iii. Action on points raised agreed
- iv. Review situation

#### B Complaints by parents about another child.

- i. Class teacher involved immediately.
- ii. If necessary, playground supervisors involved and class teacher to observe in the playground.
- iii. All teachers are informed at staff meetings for classroom awareness.
- iv. "Complaining" parents telephoned; procedures explained; offered opportunity to talk further and asked to telephone immediately with any further/future concerns.
- v. Conflict noted on children's profiles and SMT ensure where possible that class teacher/tutor mitigates conflicts.
- vi. In instances of bullying the procedure is outlined in our anti-bullying policy
- vii. Where necessary steps will be taken in accordance in the school Behaviour and Exclusions policy

#### C Complaints by a child about a child.

- i. All parties are separately seen by staff, as a fact collecting exercise.
- ii. Staff are informed in staff meetings.
- iii. Parents are informed
- iv. In instances of bullying the procedure is outlined in our anti-bullying policy
- v. Where **necessary**, steps will be taken in accordance **with** the school Behaviour and Exclusions policies

#### **D Complaint by a member of staff about a colleague.**

This is usually made to the Headteacher either informally or in appraisal.

- i. Informally: the Headteacher discusses matter with member of staff and offers to intervene tactfully. Usually the member of staff chooses to speak to the other staff member him/herself. SMT ensure that situations likely to cause friction/ aggravation between staff concerned are avoided.
- ii. In appraisal; Procedures as above, though the complaint is noted. In order to maintain a happy community, all staff are asked by the Headteacher in appraisal, if they have any concerns
- iii. If the complaint is about the Headteacher the complaint should be made to the Education Committee at Bellevue Education.

#### **E Complaints by residents**

- i. Whoever takes the call, listens sympathetically and collects as much information as possible.
- ii. Subsequent action varies according to information.

#### **F Complaints by former pupils**

This policy does not apply to complaints made by former pupils unless the complaint was first raised whilst the pupil was still registered at the school.

#### **G Complaints or concerns by parents about school policy or procedure**

- i Any complaints raised to a teacher by a parent about a school policy will be passed onto the Head of School or Head Teacher to assess and deal with
- ii Complaints will be responded to by email or telephone depending on the nature of the complaint or concern and a meeting arranged as appropriate to investigate further
- iii Any concern or complaint if resolved at this stage will be recorded for consideration and analysis

### **Stage 2 - Formal Complaint (Resolution within 10 working days)**

Where the complainant(s) are not satisfied with the response of the school, through the procedures outlined above they may register a formal complaint. This should be done in writing to the head, including,

- The nature of the complaint
- The reasons for their dissatisfaction with the school's response
- The date of the receipt of the letter will be taken as the start of this stage of the process.

The head will meet with the complainant as soon as is practical, to discuss the matter and, if possible, to reach a resolution at this stage. Where a complaint is received during a school holiday, it will be deemed to have reached the school on the first full school day following its arrival. It may be necessary to carry out further investigations. The head will keep written records of all complaints, and of meetings held in relation to them.

Once the head is satisfied that all the relevant facts have been established, a response to the complaint will be made and the complainant will be informed in writing, within ten school days: the nature of the response will depend on the nature of the complaint but it will always give a judgement whether and to what extent, if at all, the complaint is justified, and reasons; the response may include actions which the school intends to take or a decision. A complainant who is not satisfied should proceed to the next stage.

In the event the complaint is against the Head the formal stage will be dealt with by governance.

### **Stage 3 - Independent Resolution - Panel Hearing (Resolution within 13 working days)**

If Stage 2 has not resolved a complaint satisfactorily, the complainant should write within five school days to the head, requesting a hearing before the complaints panel, who will acknowledge the letter of complaint. The date of the receipt of the letter will be taken as the start of this stage of the process.

At this point the school will

- a) Convene a panel of one of the proprietors, a member of the SMT not involved in the matters detailed in the complaint, and either one or two panel members who are independent of the management and running of the school; these may be representatives of ISA (Independent Schools Association) or IAPS (Independent Association of Preparatory Schools), depending upon the particular circumstances.
- b) Send a letter to the parents inviting them to attend the panel, along with someone to accompany them if they wish
- c) Provide that the panel is able to make findings and recommendations; and ensure that minutes and recommended actions of the panel are kept for three years.
- d) Ensure that a copy of the panel's findings and recommendations is –
  - (i) provided to the complainant and, where relevant, the person complained about;
  - and
  - (ii) available for inspection on the school premises by the proprietor and the head teacher;
- e) Ensure all correspondence, statements and records relating to individual complaints are kept confidential – unless the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them
- f) Show how the findings and recommendations of the panel have been responded to
- g) Seek to complete this stage of the procedure within 13 working days.

Parents of EYFS children can, if they wish, complain to Ofsted or ISI if they believe the school is not meeting EYFS requirements – contact details are found below in Appendix 2

#### **Appendix 1: Number of complaints registered under the formal procedure during the year 2016-2017**

Schools are required to publish the number of complaints registered under the formal procedure during the preceding school year.

The number of complaints dealt with at this stage in 2016-2017 was: two.

1st complaint resolved at stage 2. No further action taken by the school.

2nd complaint resolved at stage 2. No further action taken by the school.

#### **Appendix 2**

Contact details for

**ISI**

**Independent Schools Inspectorate**

CAP House

9 - 12 Long Lane

London

EC1A 9HA

Telephone 020 7600 0100

Fax 020 7776 8849

info@isi.net

**OFSTED**

**By email**

enquiries@ofsted.gov.uk

**By telephone**

The following helplines are open from 8.00am to 6.45pm, Monday to Friday:

general helpline **0300 123 1231**

**By post**

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Links to other policies - Anti-Bullying, Behaviour, Appraisal, Child Protection

END