



Policy Title	COMPLAINTS POLICY – Parents & Pupils
Committee responsible	Ethos & Curriculum
Last reviewed	May 2019
Next review due	May 2020
Who is governed by this policy	All staff, pupils and parents
Available on website	YES

Signed
(Chair of Governors)

Signed
(Headteacher)

Date

COMPLAINTS POLICY

Parents and Pupils

1. Status

Statutory, pursuant to Chapter 1 of Part 3 of the Education Act 2002, Chapter 2 of Part 10 of the Apprenticeships, Skills, Children and Learning Act 2009, and the Complaints Against Schools (England) Regulations 2010.

2. Purpose

This Complaints Policy applies to a complaint or complaints against a school that a pupil or a parent of a pupil has sustained injustice in consequence of an act or omission of the Governing Body of the school or an exercise of, or failure to exercise a prescribed function of the Headteacher of the school. It does not apply to a decision about admissions to the school, or a matter in respect of which the pupil or parent has or had a prescribed right of appeal. An act is to be treated as an act of the Governing Body of the school where a person acts on behalf of the Governing Body, or is a person to whom the Governing Body has delegated any functions. An act is also to be treated as an act of the Governing Body if the Governing Body exercises a function by arrangement with another person, and the act is done by or on behalf of the other person carrying out the arrangement. The school and Governing Body aim to deal with all complaints openly, fairly, promptly and without prejudice.

3. Relationship with other policies

This Complaints Policy should be read in conjunction with the policy on Complaints (General) and all other school policies in force at the relevant time.

4. Roles and responsibilities

The relevant class teacher should attempt to resolve all complaints by parents or pupils involving the education and well-being of pupils in school. If the relevant class teacher is unable to resolve the complaint, it will pass to the Headteacher. If the complaint is about a member of school staff, this should be dealt with by the Headteacher. If the Headteacher is unable to resolve the matter, or the complaint is about the Headteacher, the complaint will pass to the Chair of Governors and the final stage in the process is for the Governing Body to investigate the complaint. Please see the separate procedure for dealing with complaints, available from the school.

5. Monitoring and Evaluation

This policy and the associated procedures, together with any complaints made, will be reviewed by the Governing Body annually.

Warnham Primary School Complaint Form

Please complete and return to the school office marked **Private & Confidential** to the Headteacher or Chair of Governors who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name <i>(if relevant)</i>
Relationship to pupil <i>(if relevant)</i>
Address:
Postcode:
Daytime telephone number:
Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about it:

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

Are you attaching any paperwork? If so, please give details:

Signature:

Date:

For official use only

Date acknowledgement sent:

By who:

Complaint referred to:

Date: