

Matravers School Complaints Procedure

Note: this procedure is based on the LA model and will be applied in line with the LA guidance notes.

Introduction

We endeavour to provide the best education possible for all of our students in an open and transparent environment. We welcome any feedback that we receive from parents, pupils and third parties, and we accept that not all of this will be positive. Where concerns are raised the school intends for these to be dealt with:

- Fairly
- Openly
- Promptly
- Without Prejudice

In order to do so, the governing board has approved the following procedure which explains what you should do if you have any concerns about the school. All members of staff will be familiar with the procedure and will be able to assist you.

Which procedure do I need?

Sometimes, when concerns are more specific, there are alternative and more appropriate policies for dealing with them. The following list details specific topics of complaints, and the correct policy to refer to. You can access these policies on the school website or ask for a copy from the main school reception:

- Pupil admissions; please see the school's admissions policy or contact Wiltshire Council.
- Pupil exclusions; please see the school's behaviour policy.
- Staff grievance, capability or disciplinary; these are covered by the school's grievance, disciplinary and capability procedures.
- Where the complaint concerns a third party used by the school; please complain directly to the third party themselves (unless it directly affects the safety or welfare of the child).
- Anonymous complaints – please refer to the whistleblowing policy.
- Subject Access Requests and Freedom of Information Requests – please see the freedom of information process on the school's website

Raising concerns

The majority of concerns can be dealt with without resorting to the formal complaints procedure. Where you have a concern about any aspect of the school or your child's education or wellbeing, raise this with the member of staff directly, your child's tutor or Progress Leader via the telephone, email or in person. Ideally, they will be able to address your concerns on the spot, or can arrange a meeting with you to discuss the issue.

All concerns will be dealt with confidentially, although the staff member may need to take notes if they feel that the matter may need to be taken further or it may arise again in the future. Any

such notes will be kept in accordance with the principles of the Data Protection Act 1998. However, such notes could be used as evidence if further investigation was required, or if the concern became a formal complaint.

Safeguarding

Wherever a complaint indicates that a child's wellbeing or safety is at risk, the school is under a duty to report this immediately to the local authority. Any action taken will be in accordance with the school's safeguarding policy available from the main school reception.

Social Media

In order for complaints to be resolved as quickly and fairly as possible, we request the complainants do not discuss complaints publically via social media such as Facebook and Twitter. Complaints will be dealt with confidentially for those involved, and we expect complainants to observe confidentiality also.

Complaints that result in staff capability or disciplinary

If at any formal stage of the complaint it is determined that staff disciplinary or capability proceedings are necessary in order to resolve the issue, the details of this action will remain confidential to the headteacher and/or the individual's line manager. The complainant is entitled to be informed that action is being taken and the eventual outcome of any such action, but they are not entitled to participate in the proceedings or receive any detail about them.

There are 3 formal stages to our **complaints procedure**. A complaints co-ordinator will manage the complaints process and the complaints co-ordinator for this school is the Headteacher, when available.

If your concern is about the Headteacher, please raise it with them in the first instance. If that does not resolve the matter, please write to the Chair of the Board of Governors. If your concern is about a governor, please raise it via the Clerk to the Board of Governors. A relevant member of the Board of Governors will handle concerns about a governor. Contact information can be found end of this document.

Formal Stages of the Complaints Procedure:

Stage 1 – initial investigation by designated member of Senior Management Team

Where as a result of raising a concern the complainant still feels that the issue has not been addressed, or where the outcome has been that the complaint needs further investigation than can be resolved briefly, they may progress by making a formal complaint. In doing so, the following steps will be followed:

1. Complainant submits a formal complaint form to the Headteacher. See the end of the procedure for the Headteacher's contact details and for a copy of the form.
2. The complainant must explain in writing
 - An overview of the complaint so far
 - who has been involved
 - why the complaint remains unresolved
 - action they would like to be taken to put things right
3. The Headteacher (or a member of the Senior Management Team) will respond within 5 working days (where possible, excluding those which fall in the school holidays) of having received the written complaint. They will explain what action they intend to take.

4. Where the complaint is about a member of staff or a school governor, the relevant member of the Senior Management Team will arrange an informal mediation meeting between the two parties to see if a resolution can be reached.
5. The relevant Member of the Senior Management Team will provide a written confirmation of the outcome of their investigation within 15 working days (where possible, excluding those which fall in the school holidays) of having sent confirmation of the intended action. Where the complainant is not satisfied with the outcome, they are able to progress to Stage 2 of the complaints process, and launch a formal written complaint.
6. The relevant Member of the Senior Management Team will make a record of the concern and the outcomes of the discussion which will be held centrally for twelve months, in line with the principles of the Data Protection Act 1998.

Stage 2 – Further formal investigation by Headteacher (or other Member of the Senior Management Team, or Chair of Governors, if deemed appropriate)

1. The complainant may submit a further formal complaint form to the Headteacher, requesting a Stage 2 investigation. See the end of the procedure for the Headteacher's contact details and for a copy of this form.
2. The Headteacher (or other individual investigating the complaint) will respond in writing within 10 working days (where possible, excluding those that fall in the school holidays) of the date of receipt of the complaint to acknowledge receipt of the complaint and explain what action will be taken, giving clear timeframes.
3. A log of all correspondence in relation to the complaint will be kept in accordance with the data protection principles.
4. The individual investigating the complaint (the 'investigator') will consider all relevant evidence;
this may include but is not limited to:
 - a statement from the complainant
 - where relevant a statement from an individual who is the subject of the complaint
 - any previous correspondence regarding the complaint
 - any supporting documents in either case
 - interview with anyone related to the complaint
5. The investigator may decide to have a meeting with the complainant (and where relevant, the subject of the complaint) if they feel that it would be appropriate for the investigation.
6. After considering the available evidence, the investigator can:
 - Uphold the complaint and direct that certain action be taken to resolve it
 - Reject the complaint and provide the complainant with details of the stage three appeals process
 - Uphold the complaint in part: in other words, the investigator may find one aspect of the complaint to be valid, but not another aspect. They may direct for certain action to be taken to resolve the aspect that they find in favour of the complainant
7. The investigator must inform the complainant of their decision in writing within 20 working days (where possible, excluding those that fall in the school holidays) of having issued written acknowledgement of the receipt of the complaint. They must explain clearly why

they have come to the decision that they made. They must detail any agreed actions as a result of the complaint. Finally, they must provide the complainant with details of how to progress the complaint to Stage three if they are not satisfied, providing them with the contact details of the clerk to the governors (see the end of the procedure for these).

Stage 3 – Appeal – review by a panel of the governing board:

If the complainant is not satisfied with the decision by the investigator at Stage 2 of the procedure, or with the action that the school has taken in relation to the complaint, the complainant may appeal the decision.

They must write to the clerk to the governors (see the contact details at the end of the procedure) as soon as possible after receiving notice of the headteacher's decision, briefly outlining the content of the complaint and requesting that a complaints appeal panel is convened.

The clerk to the governors will fulfil the role of organising the time and date of the appeal hearing, inviting all the attendees, collating all the relevant documentation and distributing this in good time, ideally at least 5 working days in advance of the meeting, recording the proceedings in the form of minutes, and circulating these and the outcome of the meeting.

The complainant must request an appeal panel within 4 weeks of receiving the headteacher's decision or it will not be considered, except in exceptional circumstances. On receipt of this written notification, the following steps will be followed:

1. The clerk to the governors will write to the complainant within five working days (where possible, not including the school holidays) to confirm receipt of the appeal request and detail further action to be taken.
2. The clerk to the governors will convene a panel of three school governors. All three panel members will have no prior knowledge of the content of the complaint.
3. The appeal hearing will take place as soon as reasonably practical following the date of the confirmation from the clerk to the governors to the complainant. Ideally this will be within 20 school days of the confirmation, but this may not always be possible. The complainant will be advised where there is a necessary delay.
4. In addition to the panel, the following parties will be invited, where applicable:
 - the complainant
 - the relevant member of the Senior Management Team and/or Headteacher who dealt with the complaint at Stage 2
 - where the complaint regards a member of staff, the staff member who is the subject of the complaint may also attend.

The complainant is also able to bring a companion with them to the hearing if they wish. Where the subject of the complaint is a member of staff, that staff member is also able to bring a companion with them.

The companion will be a friend or a colleague. Neither party is able to bring legal representation with them. If after the hearing any party feels that legal action is necessary, please see the contact details at the end of the procedure.

3. If the attendance of any pupils is required at the hearing, parental permission will be sought if they are under the age of 18. Extra care will be taken to consider the

vulnerability of children where they are present at a complaints hearing.

4. Where the complaint is about a governor, the complainant may request that the appeal is heard by an entirely independent panel. It is at the discretion of the governing board who will notify the clerk to the governors of their decision. Where an entirely independent panel is required, timescales may be affected while the school sources appropriate individuals for the review.
5. Where it is deemed necessary, the panel may set a reasonable timeframe for the proceedings. If, during the panel, they consider the complainant is taking an unnecessary length of time to present their case or to question the headteacher/senior team member, they may move proceedings forward as they consider appropriate.
6. The panel can make the following decisions:
 - Dismiss the complaint in whole or in part
 - Uphold the complaint in whole or in part
 - Decide on the appropriate action to be taken to resolve the complaint
 - Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur
7. All parties who attended the meeting will be informed in writing of the outcome of the appeal within 5 working days (excluding those which fall in the school holidays).

This is the final stage at which the school will consider the complaint.

If the complainant remains dissatisfied and wishes to take the complaint further, please see the link at the end of this page to make a complaint to the DfE.

Unreasonable or Vexatious complaints

Where a complainant raises an issue that has already been dealt with via the school's complaints procedure, and that procedure has been exhausted, the school will not reinvestigate the complaint except in exceptional circumstances, for example where new evidence has come to light. If a complainant persists in raising the same issue, the headteacher will write to them explaining that the matter has been dealt with fully in line with the school complaints procedure, and therefore the case is now closed. The complainant will be provided with the contact details of the Department for Education (see the end of this document) if they wish to take the matter further.

The school is committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain. We will not normally limit the contact complainants have with the school. However, we do not expect our staff to tolerate unacceptable behaviour and will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

Unreasonable complainants are defined as "those who, because of the frequency or nature of their contacts with the school, hinder our consideration of their or other people's complaints."

A complaint may be regarded as unreasonable when the person making the complaint:

- Refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance
- Refuses to co-operate with the complaints investigation process or other appropriate procedures while still wishing their complaint to be resolved

- Refuses to accept that certain issues are not within the scope of a complaints procedure
- Insists on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice
- Introduces trivial or irrelevant information which the complainant expects to be taken into account and commented on, or raised large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales
- Makes unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced
- Changes the basis of the complaint as the investigation proceeds
- Repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed)
- Refuses to accept the findings of the investigation into that complaint where the school's complaint procedure has been fully and properly implemented and completed including referral to the Department for Education
- Seeks an unrealistic outcome
- Makes excessive demands on school time by frequent, lengthy, complicated and stressful contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with

A complaint may also be considered unreasonable if the person making the complaint does so either face-to-face, by telephone or in writing or electronically, in one of the following ways:

- Maliciously
- Aggressively
- Using threats, intimidation or violence
- Using abusive, offensive or discriminatory language
- Knowing it to be false
- Using falsified information
- Publishing unacceptable information in a variety of media such as in social media websites and newspapers

Complainants should limit the numbers of communications with a school while a complaint is being progressed. It is not helpful if repeated correspondence is sent (either by letter, phone, email or text) as it could delay the outcome being reached.

Whenever possible, the Headteacher or Chair of Governors will discuss any concerns with the complainant informally before applying an 'unreasonable' marking.

If the behaviour continues the Headteacher will write to the complainant explaining that their behaviour is unreasonable and asking them to change it. For complainants who excessively contact the school causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This will usually be reviewed after 6 months.

In response to any serious incident of aggression or violence, the concerns and actions taken will be put in writing immediately and the police informed. This may include banning an individual from the school premises.

Barring from the school premises:

Although fulfilling a public function, our school is a private place and the public has no automatic right of entry. We therefore act to ensure we remain a safe place for pupils, staff and other members of our community.

If a complainant or parent's behaviour is a cause for concern they will be asked to leave school premises. In serious cases the Headteacher will notify them in writing that their implied licence to be on school premises has been temporarily revoked subject to any written representation that they wish to make. The decision to bar will be reviewed upon receipt of any representations made and will either be confirmed or lifted. Any decision will be notified in writing with an explanation of how long the bar will be in place.

Should anyone wish to complain about being barred they can do so via letter or email to the Headteacher or Chair of Governors. However, complaints about being barred cannot be escalated to the Department for Education. Once the school's complaints procedure has been completed the only remaining avenue of appeal is through the Courts.

Contact Details:

Dr S Riding
Headteacher
c/o Matravers School
Springfield Road
Westbury
Wiltshire BA13 3QH

Mr Guy Davies
Chair of the Board of Governors
c/o Matravers School

- If you have any queries regarding any aspect of the complaints procedure, please direct these to the clerk to the governors, Mrs J Yeatman. You may do so by leaving a message at the school, or emailing JYeatman@matravers.wilts.sch.uk.
- If the complainant feels that the governing board acted 'unreasonably' in the handling of the complaint, they can complain to the Department for Education after the complaints procedure has been exhausted. Please note that unreasonable is used in a legal sense and means acting in a way that no reasonable school or authority would act in the same circumstances. <https://www.gov.uk/complain-about-school>
- Ofsted will also consider but not investigate complaints about schools.

Contact details for other external organisations if not satisfied with the outcomes of the complaints procedure in full:

Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

If you wish to make a formal complaint - please use the form in Appendix 1:

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Reviewed by:	FGB
Review interval:	As required

Matravers School - Formal Complaint Form

Name	
Name of pupil, year group and your relationship to them (where applicable)	
Contact address	
Contact telephone day	
Contact telephone mobile	
Contact email address	
Details of the complaint	
Action taken so far (including staff member who has dealt with it so far) or solutions offered	
The reason that this was not a satisfactory resolution for you	
What action would you like to be taken to resolve the problem?	

Signed:

Date:

Official use
Date received:

Signed: