



Complaints Policy

(derived from the Surrey County Council Model Policy September 2017)

Date adopted	October 2016	Owner	EHT
Last reviewed	September 2018	Review cycle	Annual

Introduction

St. Martin's Schools endeavour to provide the best education possible for all of its pupils 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 schools intend for these to be dealt with:

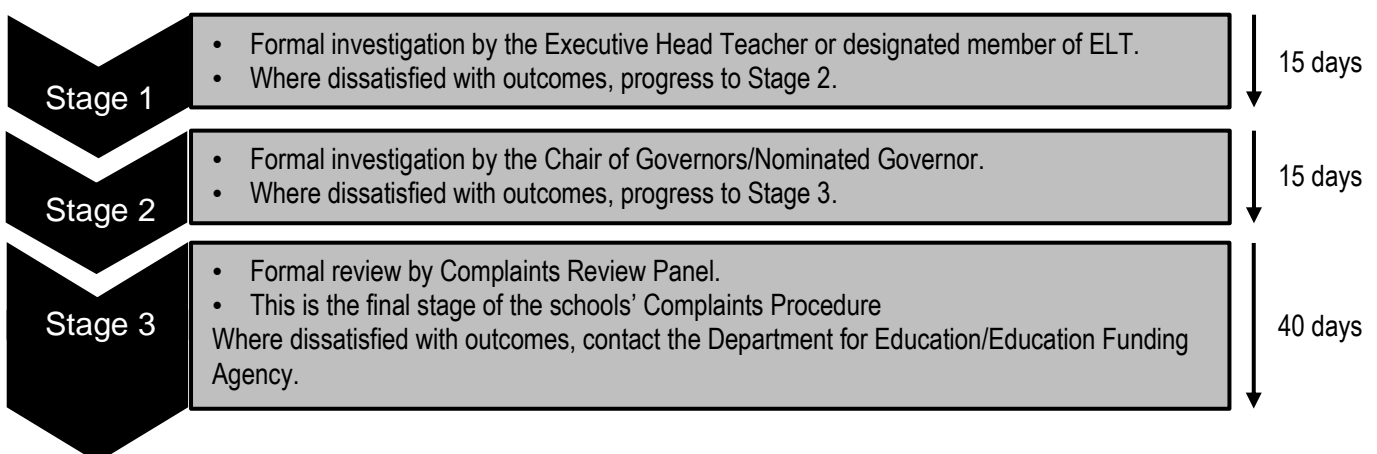
- Fairly
- Openly
- Promptly
- Without Prejudice

Procedure

If you need to raise an issue in the first instance, please do so with the relevant member of staff who will be happy to talk to you and seek to establish a solution. If you are not satisfied with this response and believe the issue has not been resolved, please use the formal procedure, summarised below.

St. Martin's Schools operate a three stage formal complaints procedure. For more details about the formal complaints procedure, please see the St. Martin's Complaints Procedure document available on the school website and/or on request from the school office.

Timeline for formal complaints



All timescales refer to school working days ie. excluding weekends, school holidays, Inset days etc.