



### **Policy Review**

This policy will be reviewed by the Governing Body according to the policy cycle review.

The policy was last reviewed and agreed by the Governing Body on 27<sup>th</sup> November 2018.

It is due for review: November 2019

Headteacher

Date:- November 2018

A handwritten signature in black ink, appearing to be 'J. R.', written in a cursive style.

A handwritten signature in black ink, appearing to be 'H. Dewing', written in a cursive style.

Chair of Governors

Date:- November 2018

Westfield CP School

[www.westfieldjm.herts.sch.uk](http://www.westfieldjm.herts.sch.uk)

01992 465739

[admin@westfieldjm.herts.sch.uk](mailto:admin@westfieldjm.herts.sch.uk)

How to comment or complain

We care about what you think

Each day this school makes many decisions and tries hard to do the best for all the children. Your comments – either positive or negative are helpful for future planning.

You may want to talk to us about a particular aspect of this school, though not actually make a complaint – you simply want to get something ‘off your chest’.

If you are dissatisfied about the way your child is being treated, or any actions or lack of actions by us, please feel free to contact us using the contact details above.

Contact your child’s class teacher if something has gone wrong in class and they will either telephone or speak to you in person in order to try and resolve the issue. If you wish to discuss a whole school issue then contact the Headteacher, Mr Tim Bowden

### **Our Aim**

- Your complaint will be dealt with honestly, politely and in confidence
- Your complaint will be looked into thoroughly and fairly
- If your complaint is urgent we will deal with it quickly
- We will keep you up to date with progress at each stage
- You will get an apology if a mistake has been made
- Tell us how you would like to problem to be resolved
- You will be told what we are going to do to put things right
- If you make a formal complaint you will receive a clear written reply within 28 school days

## **In the first instance - informal stage**

If you do have a concern about anything we do, or if you wish to make a complaint, you can do this by telephone, in person, or in writing (by letter or email). We hope that most complaints can be settled quickly and informally, either by putting matters right or by giving you an explanation. If there is something you are not happy about, or you don't understand why we are doing something in a particular way, please come in and discuss it with the class teacher or another appropriate member of staff, such as the Special Educational Needs Co-ordinator (SENCo) if it is about Special Needs.

We know that it can feel uncomfortable to question or challenge something, but if you don't tell us what is worrying you we cannot explain what we are doing or try to put it right. If the member of staff you speak to in the first instance is unable to attempt to resolve the matter, you should make an appointment with the Headteacher. You should be able to sort out your worries but sometimes this is not possible. In this case there is a next step.

## **First – formal stage**

**Request a meeting with the Headteacher** who will investigate your complaint and aim to inform you of the outcome **within 10 school days (2 weeks)**.

If your first contact is with individual Governors, they will advise you to take up your concerns with the appropriate member of staff or Headteacher. A Governor should not be made aware of a potential complaint as they may be required to sit on a Panel in the event of a formal hearing (Stage Two) and should be impartial.

If your complaint is about the Headteacher, you should **write to the Chair of Governors**. If your child has a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP) you might find it helpful to talk to our Special Educational Needs Co-ordinator (SENCo) or your child's named Special Needs Officer at the Local Authority. The SEND Information Advice and Support Service (SENDIASS – formerly Parent Partnership) may also be able to help you.

## **Second – formal stage**

If you remain dissatisfied following Stage 1 and wish to take your complaint further, you will be asked to complete a form or write a letter addressed to the Chair of Governors. In the letter you should:

- Make it clear why you are complaining
- Say who you have spoken to already
- Explain what you want to happen as a result of your complaint

The Chair of Governors will arrange for your complaint to be considered and investigated under the arrangements approved by the Governing Body. This is likely to involve a Panel of Governors. If the Chair of Governors or another Governor has been involved in discussions to help settle the disagreement at Stage 1, s/he should arrange for another Governor to take charge of the investigation. The Governor in charge of investigating the complaint may ask to meet you to discuss your concerns.

You should make sure that the Governors' Complaint Panel is provided with any written information or evidence you intend to use in a formal hearing. You may bring a friend, representative or interpreter to any meeting if you wish. The Chair of the Panel may invite any person who may help establish the facts of the complaint. The Chair should tell you who this person is before the meeting. If any member of staff is required by the Governing Body to attend a meeting they will have the opportunity to be accompanied or represented as they wish. A member of staff named in a complaint may also choose to attend a meeting, even if not required to do so by the Governors. They may be represented. If this happens, we will inform you in advance.

When the Panel has fully investigated your complaint, the Chair of the Panel of the Governor in charge of the investigation will write to you to tell you the findings. These findings will be reported to the Governing Body. The Chair of Governors will then write to you confirming the outcome of your complaint and any agreed actions to be taken. Our Governing Body will aim to deal with your complaint **within 28 school days (5½ weeks)**.

## Further recourse

Most complaints are resolved by this process. Should your complaint not be resolved, your further option is as follows:

- You can complain to the Secretary of State at the Department for Education

The Secretary of State

Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Website: - [www.education.gov.uk](http://www.education.gov.uk)

Telephone: - 0370 000 2288

In the case of complaints about **Special Educational Needs provision**, you may complain further to the Local Authority. This should be done by writing to the Children's Services Complaints Manager.

It should be noted however that if you wish to pursue this route, you must do so within **20 working days (4 weeks)** of receiving the written outcome of the hearing into your complaint. After **20 working days (4 weeks)**, neither the school nor the Local Authority is under any obligation to investigate or progress your complaint any further.

## Useful contacts

### **Advisory Centre for Education**

Education Advice & Training  
72 Durnsford Road  
London  
N11 2EJ  
Web:- [www.ace-ed.org.uk](http://www.ace-ed.org.uk)  
Phone:- **0300 0115 142**

POhWER  
Hertlands House  
Primett Road  
Stevenage  
SG1 3EE  
Web:- [www.pohwer.net](http://www.pohwer.net)  
Phone:- **0300 456 2370**

### **Children's Legal Centre**

Riverside Office Centre  
Century House North  
North Station Road  
Colchester  
Essex  
CO1 1RE  
Web:- [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)  
Phone:- **0345 345 4345**

### **National Youth Advocacy Service**

(NYAS)  
Egerton House  
Tower Road  
Birkenhead  
Wirral  
CH41 1FN  
Web:- [www.nyas.net](http://www.nyas.net)  
Phone:- **0345 345 4345**

### **SENDIASS (Special Educational Needs & Disability Information Advice Support Service – formerly Parent Partnership)**

Registry Office Block  
CHR 102  
County Hall  
Hertford  
SG13 8DF  
Web:- [www.hretsdirect.ort/parentpartnership](http://www.hretsdirect.ort/parentpartnership)  
Email:- [parent/partnership@hertfordshire.gov.uk](mailto:parent/partnership@hertfordshire.gov.uk)  
Phone:- **01992 555847**

### **Family Lives**

#### **(Formerly Parentline Plus)**

15-17 The Broadway  
Hatfield  
Hertfordshire  
AL9 5HZ  
Web:- [www.familylives.org.uk](http://www.familylives.org.uk)  
Phone:- **0808 800 2222**

Please note that this is not an exhaustive list, but please rest assured we will work hard to resolve any issue connected with school.