

Further Action

Complaints about school problems are almost always settled within schools. However, if you feel the matter has not been handled appropriately by the governing body, you can refer your complaint in writing to the Secretary of State for Education, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. This will be the final stage in the complaint handling process. Again, there are more details about this in the School Complaints Procedure.

Our top priorities are the welfare and education of the children in our care. We will do everything we can to ensure that your child is happy at school and work with you to achieve this.

Contact Information:

School Office:
0117 9030044

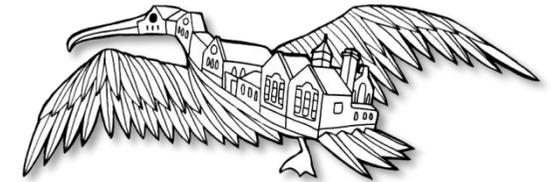
Headteacher:
Mrs. Catherine Delor

Chair of Governors:
Mrs. Moyna Wilkinson

Hotwells Primary School
Hope Chapel Hill
Hotwells
Bristol BS8 4ND

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Hotwells Primary School

'Learning to bring out the best in everyone'

Complaints Procedure for Parents

Complaints Procedure for Parents

If you have a concern or complaint, we would like you to tell us about it. We welcome suggestions for improving our work in school. Be assured that no matter what you are wanting to tell us, our support and respect for you and your child in school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem that happened some time ago.

What to do first:

Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher.

If you have a complaint that you feel should be looked at by the Headteacher in the first instance, you can contact her straight away if you prefer. It is usually best to discuss the problem face to face. You may need an appointment to do this, and can make one by phoning or calling into the school office. You can take a friend or relative to the appointment with you if you would like to.

All staff will make every effort to resolve your problem informally.

They will make sure that they understand what you feel went wrong, and they will explain their own actions to you. They will ask what you would like the school to do to put things right. Of course, this does not mean that in every case they will come round to your point of view but it will help both you and the school to understand both sides of the issue. It may also help to prevent a similar problem arising again.

What to do next:

If you are not satisfied with the teacher's initial response to your questions or concerns (or the Headteacher's initial reaction if she has already been involved) you can make a complaint to the Headteacher. This should be made in writing. Help with this is available from the Chair of Governors.

If your complaint is about an action of the Headteacher personally, then you should refer it to the Chair of Governors. You can contact her through the school by email. (Details can be found on the school website under 'Governors'.)

You may also find it helpful at this stage to have a full copy of the full statement of the School Complaints Procedures as this explains in detail what procedures are followed. This is available from the school office on request.

The Headteacher will ask to meet you to discuss the problem. Again, you may take a friend or someone else with you if you wish. The Headteacher will conduct a full investigation of the complaint and may interview any members of staff or pupils involved. You will receive a written response to your complaint.

If you are still unhappy:

The problem will normally be solved before it reaches this stage. However, if you are still not satisfied you may wish to contact the Chair of the Governing Body to ask for a referral of your complaint to the Governors' Complaints Panel. It will then be heard by a group of three governors who have no previous knowledge of the problem and so you will be given a fresh assessment. You will be invited to attend and speak to the panel at a meeting that the Headteacher will also attend. The School Complaints Procedure explains how these meetings operate.