



# St. Lawrence Primary School

## Comments, Compliments and Complaints Policy



At St Lawrence we believe that our school provides a good education for all our children, and that the Headteacher and other staff work very hard to build positive relationships with all parents. In this spirit, we see great benefit in complying with the expectation to have procedures in place to allow compliments, complaints or just general comments about the school. The following policy sets out the procedure that the school follows in such cases.

### **Aims and objectives**

We are interested to hear the views of our children, parents, relatives or carers as it helps us to;

- continue to improve successful aspects of our school
- find out more about what you need
- identify possible problem areas before you feel you need to make a complaint
- investigate areas that you have found unsatisfactory and to take action to stop the same thing happening again

### **General comments**

Suggestions, ideas, reflections and other neutral comments are most welcome. You can email, speak in person or write to the staff or the Headteacher.

### **Compliments**

If you are pleased with what we do and you think we have made a difference we would like to hear from you. You can make comments or compliments either by speaking or writing to the staff with whom you have direct contact, the Headteacher and/or the Director of Education.

### **The complaints process**

We aim to get things right from the beginning. When we do not, we want you to let us know so that we can do something about it. Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved. We aim to report what we find and what action we have taken or intend to take and where appropriate learn from our mistakes and endeavour to stop the problem happening again.

If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school, and is making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress.

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Where a parent feels that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with an appropriate member of staff (such as the SENCo, Ms Jansen. If they feel the concern is of a sufficiently serious nature, they should make an appointment with the Headteacher. These appointments can be made at the office or over the telephone as drop-in meetings are not always possible. The School's Leadership Team considers any such complaints very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.

If a parent wished to make a formal complaint, this complaint must be made in writing, stating the nature of the complaint and how the school has handled it so far. The parent should send this written complaint to the Headteacher.

We will aim to consider all written complaints promptly following receipt. We will arrange a meeting to discuss the complaint, and invite the person making it, to attend the meeting, so that s/he can explain their complaint in more detail. The school gives the complainant as much notice as possible.

Should the complaint involve a member of staff a subsequent meeting will then be set up to discuss the issue with the complainant and the member of staff in an attempt to resolve any issues and a plan to move forward.

If the complainant does not feel that the problem has been resolved they should then submit a formal letter of complaint to the Department for Education, Sport and Culture (DfESC). The complaint must be made in writing, stating the nature and how the school has handled the situation to date, to the Director of Education.

Should a parent have a complaint about the Headteacher, s/he should first make an informal approach to the schools Senior Advisor, Mr David Berry, who is linked to the Education Department.

### **Monitoring and review**

The Leadership Team monitors the comments, compliments and complaints procedure, in order to ensure that all issues are handled properly. The Headteacher logs all complaints received by the school and records how they were resolved.

Version	Date Issued	Issued by	Reason for Change	Presented To (initials to agree policy has been read and understood)	Approved by:	Date
0.1	23.1.18	Amory Charlesworth	Draft			
0.2						
0.3						

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