



Complaints Policy

Review Date: May 2024

Approved Date: May 2024

Next reviewed: May 2026

Mission Statement

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Mission: At Ascot, students develop according to their needs in a welcoming, family environment. The challenging curriculum enables our students to become adaptable lifelong learners. Our intercultural ethos strives to promote a strong sense of respect for all.

Vision: We aim to be a learning community focussed on wellbeing and balanced lifestyles. An Ascot graduate is resilient, principled, cares for the environment and others.

Values: Collaborate, Communicate, Respect

Philosophy

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This policy and procedure aims to reassure parents and others with an interest in the school that:

- any complaint against the school will be dealt with in a fair, open, and responsive way, with the aim of achieving a speedy and satisfactory resolution
- the school recognises that a willingness to listen to questions and criticism and to respond positively can lead to improvements in school practices and provision for pupils.

Scope

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Complainants may be anyone e.g. parents, guardians, grandparents, neighbours of the school or anyone with interest in the work of the school. However, it is expected that parents or guardians will make use of this procedure. The term 'parent' is therefore used throughout the procedure as a generic term, but the procedure also applies in relation to any other type of complainant.

Complaints may be made by telephone, e-mail, in person or be written. A complaint is defined as a clear statement of dissatisfaction about any specified aspect of the school's work.

This procedure deals with specified day-to-day complaints against the management and/or operation of the school.

Informal Stage Of The Complaints Procedure

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On occasions, a parent may raise a concern directly with school staff without any formality. At this stage, it may be unclear whether the parent is making a complaint, seeking information or has misunderstood a situation. In any effect, the school aims to resolve the concern at this point in a speedy and effective way.

However, if the concern is not resolved immediately and a complaint is confirmed by the parent, the opportunity to discuss the matter with an appropriate member of staff will be given. In the case of a complaint against the Head of School section, this stage will always be heard directly by the Head of the School her/himself.

The member of staff will discuss the issue with the parent and those involved in school, with the aim of resolving the complaint as soon as possible. The parent will be informed of the outcome of the investigation and what action, if any, the school proposes to take.

If the informal process has been exhausted and no satisfactory solution has been found, the parent will be asked by the member of staff dealing with the complaint whether (s)he wishes the complaint to be considered formally at stage one of this procedure.

If wishing to proceed with the complaint, the parent will be invited to put the complaint in writing to the Head of School using the Formal School Complaint Form on the School Portal - [LINK](#). The form should be sent to the Head of School within ten school days. If a Formal School Complaint Form is not submitted within 10 school days the school will assume that the complaint has been withdrawn.

Formal Stages of The Complaints Procedure

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Stage 1: Referral for further investigation

Where the complaint has been addressed by the Head of School sections, at the Informal Stage, this stage will be heard by the Head of School. Where another staff member has addressed the complaint at the Informal Stage, this stage will be heard by the Head of School.

The Head of School will acknowledge the written complaint within two school days of receipt and provide an opportunity to meet the parent to discuss the complaint.

The Head of School will investigate the complaint, and a written response will normally be made within five school days of receipt of the complaint. If this is not possible, a letter will be sent explaining the reason for the delay and providing a revised target date.

Collaborate

The written response will include full reasons for the conclusions reached by the Head of School and what action, if any, the school proposes to take to resolve the matter.

If the parent still remains dissatisfied, (s)he will be advised that, in order to progress the complaint further at Stage 2, (s)he must notify the Head of School in writing within five school days.

The Head of School will then ensure that the parent is offered the opportunity of taking the complaint to the Complaints Panel at Stage 2 of this Procedure

Stage 2: Review by a Complaints Panel

Complaints will only rarely reach this level. However, when the need arises, a Complaints Panel will consider complaints at this stage.

A written acknowledgement of the complaint and the request for it to be heard at Stage 2 of the Procedure will be sent to the parent by the Head of School within two school days.

The letter will inform the parent that the complaint will be heard by a Complaints Panel within five school days of receiving the complaint. It will also inform the parent of the right to submit any further documents other than the complaint form and that these must be made available to the Head of School within three school days of receipt of the acknowledgment letter. The complainant does not have the right to call witnesses to the meeting, although the parent may be accompanied by a companion of her/his choice.

The Head of School will send a copy of the letter of acknowledgment of the complaint to the Head of School and request a written report in response to the complaint within three school days of receipt of the letter. The Head of School will then convene a Complaints Panel meeting, having consulted with all parties at convenient times. The date, time, and venue for the meeting will then be confirmed at least five school days in advance.

The names of all parties to attend the meeting and all relevant documents to be referred to at the meeting will also be provided by the Chair of the Complaints Panel to: the parent; the Head of School and each panel member. This will be provided as soon as possible and, in any event, at least three school days prior to the meeting.

The meeting will be held following the procedures for hearing a complaint detailed in Appendix 3

A written decision will be sent to the parent and the Head of School and/or Headteacher by the Chair of the Complaints Panel within three school days of the hearing.

The letter will explain that the decision of the Complaints Panel is final and that there is no subsequent appeal process.

Communicate

Respect

Appendices

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Appendix 1: Composition of the Complaints Panel

- The Complaints Panel should consist of three members of the school.
- The panel should also appoint a Chair.
- No member of the Complaints Panel should have had prior involvement with the complaint.
- Normally, the Head of School should be one member of the panel. If the Head of School was involved at an earlier stage in the procedure, they should not be included as a member of the panel. In this case, an alternative member of the Campus Management Team should be a member of the panel.
- The second and third members of the panel should be made up of an additional Head of School from the TISAC network and the School Executive Committee.

Appendix 3: Complaints Panel - Procedures for Hearing the Complaint Introduction

The aim of the meeting is to resolve the complaint and achieve a reconciliation between the school and the parent.

The Chair of the panel will ensure that the meeting is properly minuted. Although the meeting will follow the structured order below, given potential sensitivities and anxieties, the Chair will endeavor to ensure that the proceedings are as informal as possible and that all parties are put at their ease.

Order of Meeting

1. The Chair welcomes the parent and his/her companion.
2. The Chair explains the purpose of the meeting, the procedure, and that all written evidence has been made available to all parties.
3. The parent explains the complaint.
4. The panel may question the parent.
5. The parent and companion retire from the meeting.
6. The Chair welcomes the Head of School sections to provide evidence.
7. The Chair explains the purpose of the meeting the procedure and that all written evidence has been made available to all parties.
8. The Head of the School presents a response to the complaint, including action taken to address the complaint at earlier stages of the procedure.
9. The panel may question the Head of School.
10. The Head of the School section leaves.

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11. The parent, together with his/her companion, is invited back into the room to make a final statement and then leaves again.
12. The Head of School section is invited back into the room to make a final statement and then leaves again.
13. The panel considers the complaint and makes a majority decision. The panel also decides what action (if any) to take to resolve the complaint and, if appropriate, recommends changes to ensure similar complaints are not made in the future.
14. When a decision has been made, the Chair recalls the parent, then the Head of the School section, and each is informed of the outcome and any action to be taken.
15. The decision of the Complaints Panel constitutes a judgment and there is no subsequent appeal procedure.

Post Panel Meeting

1. All outcomes are confirmed in writing to both parties within three days.
2. Written records of all conversations and meetings with parents to resolve formal complaints will be kept, including any actions taken as a result of the complaint.
3. Any correspondence, statements, and records relating to individual complaints are to be kept in the office of the Head of School at Ascot and shall remain confidential, except in cases where local legal requirements permit access.