



**FAIRCHILDES
ACADEMY
COMMUNITY
TRUST**

Fairchildes Academy Community Trust

Complaints Policy

Introduction

The Schools within The Trust strive to provide a good education for all our children. All staff work very hard to build positive relationships with all parents. However, the Trust is obliged to have procedures in place in case there are complaints by parents, guardians, or other complainants. The following policy sets out the procedures that the Trust follows in such cases. The term parent is used to cover any complainant.

If any parents are unhappy with the education that their child is receiving, or other issues directly affecting their child, we encourage them to talk to the child's class teacher immediately. We stress that there is a clear difference between a concern and a complaint. We take informal concerns seriously and as a result few develop into formal complaints.

If there are issues with other staff in the school then please speak to the Head of School/Headteacher straightaway.

Parents should be assured that making a complaint will not adversely affect your child.

This policy is available from the school office and will be published on our website.

Fairchildes Academy Community Trust aims to deal fairly, openly and honestly with any complaint. All will be considered carefully and dealt with as swiftly as possible. Our complaints procedure is accessible and simple to use and understand. It aims to resolve all complaints through discussion and mutual agreement. In all cases we put the interests of the child above all else. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved within established time limits.

The complaints process

Stage1. Informal.

Expression of concern made to the school.

If a parent is concerned about anything to do with the education that we are providing at either of our schools, they should, in the first instance, discuss the matter with their child's class teacher. In our experience most matters of concern can be resolved in this way. All teachers and school staff

work very hard to ensure that each child is happy at school, and is also making good progress; if there are any concerns about a child, staff want to know as soon as possible so that this can be resolved without it adversely affecting the child's progress or confidence. Most issues can be resolved on the spot with apologies where necessary. Members of the school's senior leadership may be involved at this stage.

Stage 2. Formal complaint to Head of School/Headteacher

Parents/carers are able to raise concerns formally with the designated complaints officer (the relevant Head of School/Headteacher). * Please note that properly collecting details always takes time. An appointment should be made at the school office.

Any such complaint will be dealt with very seriously. All relevant information will be gathered and the matter thoroughly investigated. Most complaints are normally resolved by this stage. The outcome of this investigation will be communicated to you within 15 school days

Stage 3. Executive Head Teacher.

Complaints rarely reach this formal level but should you need to you should make a formal complaint to the Executive Head Teacher.

Complaints at this stage should be written and received within 10 school days of receipt of the Head of School's/Headteacher's decision. Your letter should be addressed to the Executive Head Teacher (marked "private and confidential") and should set out why you remain unhappy and what you wish to see happen. The Executive Head Teacher (who will not have previously been involved in your complaint) will consider the case. They will let you know when your complaint is to be considered. If a meeting with you and others involved is considered necessary you will be given adequate notice to prepare. The Executive Head Teacher will make their decision and write to you within 7 school days

Stage 4. Directors of the Fairchildes Academy Community Trust

You may take your complaint to the Directors of the Fairchildes Academy Community Trust within 6 months of the Executive Head Teacher's response. (Please note that the Chair of Governors of each school is also a Director on the Trust Board)

If the complaint is not resolved, and all previous stages have been explored, a parent may make representation to the Directors of the Academy Trust, through the company secretary – Roxana Huque Dowlet. She can be contacted by a letter delivered to any of the Trust's schools, addressed to her and marked "private and confidential". The Directors will consider the letter and the parent will be asked to explain their case in person before a panel of at least 3 persons (one being independent of the management and running of the school.) The parent can be accompanied at the panel hearing if they wish. A decision will be provided within 15 days, where possible, and will be provided to the complainant and, where relevant, the person complained about. It will also be available for the Executive Head Teacher and Head/Head of School.

Stage 5. Further representation

If you still remain dissatisfied you may make further representations

You may approach the Secretary of State for Education, the Ombudsman, or the EFA if you are unhappy with the process or outcome. This would normally only be appropriate if you believe that the school, Governing body and Board of Directors have acted illegally or arbitrarily.

Additional Information

Should any parents have a complaint about Heads of School or the Executive Head Teachers, they should first make an informal approach to the Chair of the Directors (as at stage 4 above) who is obliged to investigate it. The Chair will do all s/he can to resolve the issue through a dialogue with the school, but if parents are unhappy with the outcome, they can make a formal complaint, as outlined above.

In the case of a vexatious complaint where despite all stages of this policy being followed the complainant remains dissatisfied they are not entitled to reopen the same issue. In such cases the Chair of Directors is able to inform them in writing that the process has been exhausted and that the matter is now closed.

An anonymous complaint will not be investigated under this procedure unless in exceptional circumstances.

Procedures: Investigation Stage

Throughout all of the stages detailed above the person investigating the complaint must make sure that they:

- Establish what has happened so far and who has been involved.
- Clarify the nature of the complaint and what remains unresolved.
- Meet with the complainant or contact them if further information is required
- Clarify what the complainant feels would put things right.
- Conduct any interviews with an open mind and be prepared to persist in the questioning.
- Complete all necessary notes.

Resolution:

At each stage in the complaint schools and complainant will want to keep in mind ways in which a complaint can be resolved. It might be sufficient to acknowledge that the complaint is valid in whole or in part. In addition it may be appropriate to offer one or more of the following:

- An apology;
- An explanation;
- An admission that the situation could have been handled differently or better;
- An assurance that the event that was the basis of the complaint will not recur;
- An explanation of the steps that have been taken to ensure it does not happen again. Details of any disciplinary procedures that have taken place as a result of the complaint are not released;
- An undertaking to review school policy or procedure in light of the complaint;
- An explanation that there is insufficient evidence and thus the complaint cannot be upheld;

- An explanation that, following investigation, the concern is not substantiated by the evidence.

An admission that the school could have handled things better is not the same as an admission of negligence

Monitoring and review

The Directors monitor the complaints procedure, in order to ensure that all complaints are handled properly. Schools log all stage 2 complaints received by the school, and record how they were resolved. These logs are presented to Local Governing Bodies as part of the Head of School report. Correspondence, statements and records relating to individuals complaints will be kept confidential.

Directors take into account any local or national decisions that affect the complaints process, and make any modifications necessary to this policy. This policy is made available to all parents through the school offices and websites.

This policy is reviewed as necessary at meetings of Directors of Fairchildes Academy Community Trust.

Signed:

Date: