




Corvus Education Trust Complaints Policy

Formally adopted by the Governing Board/ Trust of:-	Corvus Education Trust
On:-	8/10/19
Chair of Governors/Trustees:- David Jessup	
Date for Review:-	Autumn 2020

General Principles:

- This procedure is intended to allow you to raise a concern or complaint relating to the school, or the services that it provides.
- An anonymous concern or complaint will not be investigated under this procedure, unless there are exceptional circumstances.
- To enable a proper investigation, concerns or complaints should be brought to the attention of the school as soon as possible. In general, any matter raised more than 3 months after the event, being complained of, will not be considered.

Raising a concern or complaint

Informal Stage

It is normally appropriate to communicate directly with the member of staff concerned. This may be by letter, by telephone or in person by appointment, requested via the school office. Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most complaints will be resolved by this informal stage.



A meeting will be convened within 5 working days with a decision for completion within a further 10 days.

In the case of serious concerns it may be appropriate to address them directly to the Head Teacher (or to the Chair of the governing body, if the complaint is about the Head Teacher).

If you are uncertain about who to contact, please seek advice from the school office or the Clerk to the governing body.

Formal Stage

If your concern or complaint is not resolved at the informal stage you may choose to put the complaint in writing and pass it to the Head Teacher, who will be responsible for ensuring that it is investigated appropriately. If the complaint is about the Head Teacher, your complaint should be passed to the Clerk to the governing body, for the attention of the Chair of the governing body.

You will be advised within 5 working days of the school receiving your formal complaint, of how the school intends to proceed. A meeting will be convened within 15 school days with a decision of the outcome of the investigation within a further 10 school days.

A Complaint Form is provided to assist you.

You should include details which might assist the investigation, such as names of potential witnesses, dates and times of events, and copies of relevant documents.

It is very important that you include a clear statement of the actions that you would like the school to take to resolve your concern. Without this, it is much more difficult to proceed.

Please pass the completed form, in a sealed envelope to the school office. The envelope should be addressed to the Head Teacher, or to the Clerk to the governing body, as appropriate.

The Head Teacher (or Chair) may invite you to a meeting to clarify your concerns and to explore the possibility of an informal resolution. If you accept that invitation, you may be accompanied by a friend, if you wish, to assist you in explaining the nature of your concerns.

It is possible that your complaint will be resolved through a meeting with the Head Teacher (CEO or Trustee). If not, arrangements will be made for the matter to be fully investigated, using the appropriate procedure. In any case you should learn in writing, usually within 5 days of the school receiving your formal complaint, of how the school intends to proceed. This notification should include an indication of the anticipated timescale.



Any investigation will begin as soon as possible and when it has been concluded, you will be informed in writing of its conclusion.

If you are not satisfied with the manner in which the process has been followed, you may request that the governing body reviews the process followed by the school, in handling the complaint. Any such request must be made in writing to the clerk to the governing body, within 10 school days of receiving notice of the outcome, and include a statement specifying any perceived failures to follow the procedure. The procedure described below will be followed. A Review Request form is provided for your convenience.

Where there is a panel hearing of a complaint, two of the members of the panel may be trustees and one panel member will be independent of the management and running of the school. A parent may be accompanied at a panel hearing if they wish. The panel will make findings and recommendations and a copy of those findings and recommendations will be provided to the complainant. A panel meeting will be convened within 15 working days from receipt of the Complaint Review Request Form.

Where relevant, the person complained about will be available to give evidence.

A written record of all complaints will be kept whether they are resolved following a formal procedure, or proceed to a panel hearing.

A record of action taken by the school as a result of those complaints (regardless of whether they are upheld) will also be kept.

Correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

The school will make reasonable adjustments which may include conversation recordings if evidence is given of a need to record the meeting due to disability. Any recordings used as evidence must have full permission of parties involved. We may also accept independently notarised transcriptions of recordings with the consent of all parties.

Review Process

Any review of the process followed by the school will be conducted by a panel of three members of the governing body. This will usually take place within 15 school days of receipt of your request.

The review will normally be conducted through a consideration of written submissions, but reasonable requests to make oral representations should be considered sympathetically.



[Name of school] School: Meeting Request Form

I wish to meet *[name of teacher]* to discuss the following matter:

Brief details of topic to be discussed:

Dates/times when it would be most convenient for a meeting:

Your name:

Relationship with school (e.g. parent of a pupil on the school roll):

Pupil's name (if relevant to the matter to be discussed)

Your Address:

Telephone numbers

Daytime:

Evening:

e-mail address:

Signed

Date

[Please complete this form and return it to the school office]

School use:

Date Form received:

Date response sent:

Received by:

Response sent by:



[Name of School] School Formal Complaint Form

Please complete this form and return it to the school office or to the Head Teacher who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

Relationship with school (e.g. parent of a pupil on the school roll):

.....

Pupil's name (if relevant to your complaint):

.....

Your Address:

Telephone numbers

Daytime:

Evening:

E-mail address:

Please give concise details of your complaint, (including dates, names of witnesses etc...), to allow the matter to be fully investigated:

You may continue on separate paper, or attach additional documents, if you wish.

Number of Additional pages attached =



What action, if any, have you already taken to try to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)

What actions do you feel might resolve the problem at this stage?

School use:

Date Form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Complaint referred to:			
Date:			



[Name of school] School Complaint Review Request Form

Please complete this form and return it to Head Teacher (or Clerk to the governing body), who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

Your Address:

Telephone numbers:

Daytime:

Evening:

E-mail address:

Dear Sir

I submitted a formal complaint to the school on and am dissatisfied by the procedure that has been followed.

My complaint was submitted to and I received a response from on

I have attached copies of my formal complaint and of the response(s) from the school.

I am dissatisfied with the way in which the procedure was carried out, because:

You may continue on separate paper, or attach additional documents, if you wish.

Number of Additional pages attached =



What actions do you feel might resolve the problem at this stage?

School use

Date Form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Request referred to:			
Date:			



Appendix A

Flow diagram of procedures:

Informal meeting request with Teacher or Headteacher → Meeting arranged within 5 working days and held within 15 days from request.

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Problem not resolved

Formal complaint section completed and handed to Headteacher to investigate. If complaint is about Headteacher completed section should be addressed to CEO. If complaint is about CEO completed section should be addressed to Chair of Trustees. Complaint to be investigated by Head/CEO or Trustee.

Complainant will be advised within 5 working days of the school receiving the formal complaint, of how the school intends to proceed. A meeting will be convened within 15 school days with a decision of the outcome of the investigation within a further 10 school days.

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Complainant unhappy with process or outcome

School Complaint Review request form to be completed and handed to Clerk to the Trustees. Chair of Trustees to form a panel of 2 Trustees and 1 external member. The panel will request an external clerk.

The complainant will learn in writing, usually within 5 days of the school receiving the Complaint Review Request Form, of how the school intends to proceed. This may involve reviewing the process or additional time required to re-investigate. The panel will meet within 15 days of receiving the Complaint Review Request Form and inform the complainant of the outcome within 10 days of the final panel meeting being held.

A written record of all complaints will be kept whether they are resolved following a formal procedure, or proceed to a panel hearing.

A record of action taken by the school as a result of those complaints (regardless of whether they are upheld) will also be kept.