

## COMPLAINTS PROCEDURE

*This policy is made available to parents, students, staff and the community on the school website: [www.copperfield.education](http://www.copperfield.education). Content of this policy is directly discussed with new staff upon induction into the School.*

If parents have a complaint, the School will respond in accordance with the following procedure.

### STAGE 1 – INFORMAL RESOLUTION

It is hoped that most complaints and concerns will be resolved quickly and informally.

In the event of a complaint, parents should contact their Home Room teacher in person or by email to outline the specific details. In most cases, it is hoped that the matter will be resolved by this means to the parents' satisfaction. However, if the Home Room teacher cannot resolve the matter it may be necessary to bring it to the attention of the Head of Section, IB DP Coordinator or IB PYP Coordinator.

The member of staff who is dealing with the matter will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within five working days or in the event that the member of staff and the parent fail to reach a satisfactory resolution then parents will be advised to proceed with their complaint in accordance with stage 2 of this procedure.

### STAGE 2 – FORMAL RESOLUTION

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.

In most cases, the Head will meet or speak to the parents concerned within five working days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

It may be necessary for the Head to carry out further investigations. The Head will keep written records of all meetings and interviews held in relation to the complaint.

Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for their decision.

If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.

### STAGE 3 – PANEL HEARING

If parents seek to invoke Stage 3 (following failure to reach an earlier resolution), they will be referred to the Convenor, who will be appointed by the Board of Governors to call hearings of the Complaints Panel. A formal complaint form will be sent to the complainant for completion in order to commence this stage 3 procedure.

The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the School. The other two Panel members will be appointed by the Board of Governors. The Panel Convenor, on behalf of the Panel, will then acknowledge the complaint and either:

1. Confirm that the panel will initially determine the complaint by written determination having received relevant papers in the mail; or
2. Schedule a hearing to take place as soon as practicable with parents or guardians and within 21 days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any relevant matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 days prior to the hearing.

The parents may be accompanied to the hearing by one other person. This may be a relative or friend. Legal representation will not normally be appropriate or permitted.

If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation.

Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 5 working days of the Hearing. The Panel will write to the parents informing them of its decision and the reasons for it. The decision of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Head, the Board of Governors and, where relevant, the person complained of. It will be made available for inspection on the school premises by the Board and the Head.

#### CONFIDENTIALITY

A written record will be kept of all formal complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing. Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except insofar as is required of the School by regulatory bodies, where disclosure is required in the course of the School's inspection, or where any other legal obligation prevails. Maintenance of records and disclosure of them will also apply to any other action taken by the School as a result of these complaints (regardless of whether they are upheld).

The School hopes that all complaints can be reasonably resolved at the School through the Complaints Procedure, and welcomes feedback about how to improve this procedure.