



STRATFORD GIRLS'  
GRAMMAR SCHOOL

STRATFORD-UPON-AVON

## Complaints Policy

Disclosable under Freedom of Information Act 2000	Yes
To be published on website	Yes
Policy ownership	
Governor committee:	Education
Department responsible:	Senior Leadership Team
Post-holder: (title and name)	Jacqui Cornell, Headteacher
Responsible person	Jacqui Cornell
Implementation date	November 2024
Planned review interval	Annual
Planned next review date:	November 2026

## **Policy Aim and Statement**

This Complaints Policy helps underpin the mission statement of Stratford Girls' Grammar School ("the School"). Its aim is to ensure that a concern, difficulty or complaint is managed sympathetically, efficiently and at the appropriate level and resolved as soon as possible. Doing so is good practice, fair to those concerned and helps to promote parents/carers' and students' confidence in the School's ability to safeguard and promote welfare. The School will try to resolve every concern, difficulty or complaint in a positive way with the aim of putting right a matter which may have gone wrong and, where necessary, reviewing the School's systems and procedures in the light of the matters raised.

The School needs to know as soon as possible if there is any cause for dissatisfaction. The School recognises that a concern or difficulty which is not resolved quickly and fairly can soon become a cause of resentment, which can be damaging to the relationship between the School and the parent/carer and student, and can also have a detrimental effect upon the School's ethos and culture. Parents/carers and students should never feel – or be made to feel – that raising a concern, difficulty or complaint will adversely affect the student's future at the School, or place the student at a disadvantage in any way.

## **Application**

The School is governed by the Education (Independent School Standards) Regulations 2014 ("the Regulations"). This Complaints Policy has been formulated to comply with Schedule 1, Part 7 of the Regulations, as well as equality legislation and the rules of natural justice. In the case of any variance between the procedure outlined in this Complaints Policy and the Regulations, the procedure outlined in the Regulations will apply.

Anyone can make a complaint about any provision of facilities or services that a school provides, unless separate statutory procedures apply; this includes parents or carers of students at the school, parents or carers of students no longer at the school, and members of the public. Such separate statutory procedures would apply to issues including child protection, admissions, exclusions, statutory assessments of special educational needs and the content of any resulting statutory plan (though concerns about the provision of SEND support at the school can be raised through this policy), school reorganisation proposals, whistleblowing, staff grievances and conduct dealt with under the school's internal disciplinary process, services by other providers who may use school premises or facilities (who should have their own complaints policy), matters dealt with by regulatory bodies such as the JCQ and the ESFA, as well as National Curriculum content .

Complaints about the content of a student's Education and Health Care Plan should be raised directly with the relevant Local Authority but any other concerns about the provision of SEN support at the school should be raised through this policy.

Where a complaint is made against a member of staff, depending upon the nature and seriousness of the complaint, the matter may be dealt with under separate HR procedures which are strictly confidential, rather than under this Complaints Policy.

This Complaints Policy distinguishes between a concern or difficulty, which can usually be resolved informally, and a formal complaint which will require further investigation.

## **The Rules of Natural Justice**

Simply put, the rules of natural justice relate to fairness. The School will ensure that all concerns, difficulties or complaints are dealt with in accordance with the following principles:

- All parties will be provided with all information and documentation pertinent to the matters raised;

- All parties will be given the opportunity to prepare and present their case and respond to the other parties involved;
- All persons investigating and making decisions in relation to the matters raised will be impartial and will do so without bias (or apparent bias) to any party involved;
- All decisions will be made on a balanced and considered assessment of the information before the investigator only;
- All decisions will be based upon logical conclusions, and not on mere speculation or suspicion;
- All decisions will be supported by detailed reasons which will be disclosed to all parties involved.

## **Equality Act 2010**

In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete this Complaints Procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations

Meetings will be held in private. Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place.

If a Complainant or other person involved in the complaints procedure requires an interpreter, a signer or any other assistance at meetings or at a Complaint Panel Hearing, they should let the School know immediately.

Further details can be found in the School's Equality Policy.

## **Terms Used**

You must raise the complaint within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents. We will consider complaints made outside of this time frame if exceptional circumstances apply.

For the purpose of this Complaints Policy, a "parent" includes the natural or adoptive parent of a student, irrespective of whether they are or ever have been married, whether they are separated or divorced, whether the student lives with them, whether the father has parental responsibility for the student or whether they have contact with the student.

A "parent" will also include a non-parent who has parental responsibility for a student, an adult non-parent with whom the student lives, and an adult who is involved in the day-to-day care of the student (for example, collecting from or dropping off the student from school).

Any reference to a "student" will also include a prospective or former student of the School.

A person making a complaint will be referred to as a "Complainant" throughout this Complaints Policy.

## **Procedure**

The School's complaints procedure consists of three stages:

- Stage 1 – Concerns and difficulties, dealt with informally;
- Stage 2 – Complaints formally investigated by the Headteacher (or designate);

- Stage 3 – Complaint Panel Hearing.

## Time Limits

The School aims to resolve concerns, difficulties and complaints in a timely manner. Time limits for each stage of the procedure are set out under each individual stage.

You must raise the complaint within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents. We will consider complaints made outside of this time frame if exceptional circumstances apply.

For the purposes of this Complaints Policy, a "school day" is defined as a weekday during term time, when the School is open to children. The definition of "school day" excludes weekends, School holidays, bank holidays and staff training days. For the avoidance of doubt, term dates are published on the School's website, and information about term dates is made available to parents and students periodically.

We will consider complaints made outside of term time to have been received on the first school day after the holiday period.

Although every effort will be made by the School to comply with the time limits specified under each stage of the procedure, it may not always be possible to do so, for example due to the complexity or number of matters raised, or due to the unavailability of the Complainant to attend a meeting, if offered. In all cases, **where a time limit cannot be complied with, the School will write to the Complainant within the specified time limit, setting out the reasons why the time limit cannot be complied with, and confirming the new time limit which will apply.**

If the School has made reasonable attempts to accommodate complainants with dates for complaint meetings and they refuse or are unable to attend, the School may:

- Convene meetings in their absence; and
- Reach a conclusion in the interests of drawing the complaint to a close.

If other bodies are investigating aspects of the complaint, for example the police, local authority (LA) safeguarding teams or Tribunals, this may impact on our ability to adhere to the timescales within this procedure or result in the procedure being suspended until those public bodies have completed their investigations. If this happens, we will inform you of a proposed new timescale.

If a complainant commences legal action against Stratford Girls' Grammar School in relation to their complaint, we will consider whether to suspend the complaints procedure until those legal proceedings have concluded.

## Complaints against the Headteacher, a Governor or the Governing Body

There may be occasions when it is necessary or reasonable to deviate from the published complaints procedure. However, in these circumstances we will notify you and provide an explanation as to why.

For example:

If the complaint is about the Headteacher or a Governor (including either the Chair or Vice-Chair), a suitably skilled Governor will be appointed to complete all the actions at Stage 2.

Complaints about the Headteacher or a Governor must be made to the Clerk, via the school office.

If the complaint is:

- Jointly about the Chair and Vice Chair of the governing body; or
- The entire governing body; or

- The majority of the governing body.

Stage 2 may be considered by an independent investigator and the process will be managed by the Clerk to the Governors or the School's Business Manager. If necessary, Stage 3 will be heard by an independent panel and the process will be managed by the Clerk to the Governors or the School's Business Manager.

At the conclusion of their investigation, the independent investigator will provide a formal written response.

### **Late Complaints**

School reserves the right to refuse to investigate the complaint under this Complaints Policy **if it appears reasonable and fair to do so, having regard to the circumstances surrounding the complaint.**

Where the School decides that a complaint which was submitted late will not be investigated, the School will write to the Complainant notifying them of the decision within **5 school days** of the complaint being received.

If the Complainant is unhappy with the decision not to investigate a complaint which was submitted late, the Complainant may write to the Chair of Governors at the School asking for the decision to be reviewed. The Chair of Governors will be provided with all documentation relating to the complaint, together with the letter from the School to the Complainant, and will review the decision not to investigate the complaint. The Chair of Governors will **not** investigate the complaint itself during this review.

The Chair of Governors will write to the Complainant with the outcome of the review within **10 school days** of the date that the letter from the Complainant seeking the review was received, and provide the School with a copy of the letter.

If the Chair of Governors quashes the decision not to investigate the complaint, it will be referred to the School to be dealt with under this Complaints Policy in the usual way.

If the Chair of Governors upholds the decision not to investigate the complaint, the Complainant may refer the concern or complaint to the Education & Skills Funding Agency using the procedure stated towards the end of this Complaints Policy.

In exceptional circumstances, the Chair of Governors can delegate the responsibility for the review to the Vice-Chair of Governors.

### **Persistent or Serial Complaints**

There may be occasions when, despite a complaint being considered under all stages in this Complaints Policy, the Complainant persists in making the same complaint to the School. There may also be occasions when a Complainant raises unreasonable persistent complaints or raises complaints about matters which do not affect them. There may also be occasions when a complaint is made about a matter which is clearly so trivial that it would be a poor use of the School's resources to deal with it under the formal stages of the procedure.

In all of these cases, the School reserves the right to regard the complaint as persistent or serial and to refuse to investigate it under the procedure in this Complaints Policy, **if it appears reasonable and fair to do so, having regard to the circumstances surrounding the complaint.**

Where the School decides that a complaint is persistent or serial and will not be investigated, the School will write to the Complainant within **five school days** of the complaint being raised to notify them of the decision.

If the Complainant is unhappy with the decision not to investigate a persistent and / or serial complaint, they may write to the Chair of Governors to ask for the decision to be reviewed. The Chair of Governors will be provided with all documentation relating to the current complaint and any previous complaints which were relevant to the decision, together with the letter from the School to the Complainant, and will review the decision not to investigate the complaint. The Chair of Governors will **not** investigate the complaint itself during this review.

The Chair of Governors will write to the Complainant with the outcome of the review within **10 school days** of the date that the letter from the Complainant seeking the review was received.

If the Chair of Governors overturns the decision not to investigate the concern or complaint, it will be referred to the School to be dealt with under the procedure in this Complaints Policy in the usual way.

If the Chair of Governors upholds the decision not to investigate the concern or complaint, the Complainant may refer the concern or complaint to the Education & Skills Funding Agency using the procedure stated towards the end of this Complaints Policy.

In exceptional circumstances, the Chair of Governors can delegate the responsibility for the review to the Vice-Chair of Governors.

### **Anonymous Complaints**

The School will not investigate anonymous complaints under the procedure in this Complaints Policy. However, the Headteacher or Chair of Governors, if appropriate, will determine whether the complaint warrants an investigation.

### **Duplicate Complaints**

There may be occasions when, despite a complaint being considered under all stages in this Complaints Policy, we receive a duplicate complaint from:

- a spouse
- a partner
- a grandparent
- a child

If the complaint is about the same subject, we will confirm either that;

- the School has already considered this complaint and the local process is complete; or
- the School is currently considering this complaint.

The author of the duplicate complaint will be advised that once the original complaint has completed all stages under this Complaints Policy, they can contact the Education & Skills Funding Agency if they are dissatisfied with the School's handling of the original complaint.

Any new aspects to the complaint not previously considered will be investigated and dealt with in accordance with this complaints procedure.

### **GDPR / Data Protection Act 2018 and Freedom of Information Act 2000**

Complaints sometimes include requests for information or documentation. Such requests will either be a "subject access request" under the Data Protection Act 2018 (where the information requested relates to an identifiable individual) or a request under the Freedom of Information Act 2000 (where the information is general and not related to an identifiable individual).

Subject access requests under the Data Protection Act 2018 must be responded to within one

calendar month, and requests under the Freedom of Information Act 2000 must be responded to within twenty working days; however, the School will aim to provide this information as soon as practicable (where the request is valid and the Complainant is lawfully entitled to the information or documentation) in accordance with the rules of natural justice.

Further details can be found in the School's Data Protection Policy and Freedom of Information Publication Scheme.

### **Withdrawal of a complaint**

If a complainant wants to withdraw their complaint, we will ask them to confirm this in writing.

### **Resolution Principles**

It is in everyone's interest that concerns, difficulties and complaints are resolved to the satisfaction of all parties at the earliest possible stage. The way in which the concern, difficulty or complaint is dealt with after the matter is first raised by the Complainant can be crucial in determining whether the complaint will escalate. To that end, members of staff will periodically be made aware of the procedure in this Complaints Policy, so that they will know what to do when a concern or difficulty is raised with them.

At each stage of the complaints procedure, the investigator will consider how the complaint may be resolved. In considering how a complaint may be resolved, the investigator will give due regard to the seriousness of the complaint. It **may** be appropriate in order to bring the complaint to a resolution for the investigator to offer:

- An explanation;
- An apology;
- Reassurance that steps have been taken to prevent a recurrence of events which led to the complaint;
- Reassurance that the School will undertake a review of its policies and procedures in light of the complaint. If any recommendations are made by the investigator, they will be actioned by the school.

None of the above will constitute an admission of negligence or an acceptance of liability on behalf of the School.

### **Outcome Principles**

Examples of outcomes include:

There was insufficient evidence to reach a conclusion, so the complaint cannot be upheld;

The investigation did not substantiate the matters raised, so the complaint cannot be upheld;

The complaint was substantiated in part or full. A description should be given of the remedial action being taken by the School as a consequence of the complaint. Details of any disciplinary action or sanctions to be taken against a member of staff are strictly confidential and cannot be disclosed.

The matter has been fully investigated and, as a consequence, further confidential procedures are being pursued. Details of any disciplinary action or sanctions to be taken against a member of staff are strictly confidential and cannot be disclosed.

### **Retention of Records**

A full written record will be maintained centrally at the School of all complaints made under Stage 2 to 3.

Records of concerns, difficulties or complaints will be destroyed when the student to which they relate reaches the age of twenty-four years or, in the case of a student with a statement of special educational needs, when the student reaches the age of thirty years.

### **Confidentiality**

All written complaints e.g letters, emails, should be marked Private and Confidential. All correspondence, statements and records relating to individual complaints will be kept confidential except where access is requested by the Secretary of State, a school inspector, or another legal authority.

Meetings will be held in private. Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place.

### **Publication**

This Complaints Policy has been ratified by the Governing Body, and will be reviewed annually. It will be published on the School's website and provided to parents and students on request by the School's office. A copy of this Complaints Policy will be provided to a Complainant when a concern, difficulty or complaint is first raised.



## Stage 1: Concerns and Difficulties

### 1. Concerns:

The School expects that most concerns and difficulties (defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'), where a parent or student seeks intervention, reconsideration or some other action to be taken, can be resolved informally. Examples might include dissatisfaction about an aspect of teaching or pastoral care, allocation of privileges or responsibilities, a timetable clash, an issue with the School's systems or equipment, or a billing error.

Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 3 of the procedure if needed.

### 2. Notification:

The concern or difficulty should be raised as follows:

- **Education issues** – if the matter relates to the classroom, the curriculum or special educational needs, the Complainant should speak to the Head of Department, Head of House/Sixth Form, or Deputy Headteacher, as appropriate.
- **Pastoral care** – for concerns relating to matters outside the classroom, the Complainant should speak to the Head of House/Sixth Form, Assistant Head: Progress & Well-being, or Deputy Headteacher as appropriate.
- **Disciplinary matters** – a problem over any disciplinary action taken or a sanction imposed should be raised with the member of staff who imposed it in the first instance. If not resolved, the Complainant should speak to the relevant Head of Department, Head of House/Sixth Form, Assistant Head: Progress & Well-being or Deputy Headteacher as appropriate.
- **Financial and administrative matters** – a query relating to fees, extras or other administrative matters should be raised by the Complainant with the Finance Manager or the School's Business Manager.
- **An issue with a specific member of staff** – often, the best way to resolve an issue with a specific member of staff is to raise it with that member of staff directly, so that they are given the opportunity to address and resolve the concern or difficulty before it becomes a formal complaint. If the Complainant feels uncomfortable doing this, however, the issue should be raised with the appropriate Head of Department, Head of House/Sixth Form, Assistant Head: Progress & Well-being or Deputy Headteacher as appropriate.

Should a concern or difficulty be raised with a member of staff who feels that they are not the best person to be dealing with it, they will refer it to the Head of Department, Head of House/Sixth Form, Assistant Head: Student Development and Progress or Deputy Headteacher or other designated member of staff as appropriate.

If a concern or difficulty is raised with a member of staff who feels that it raises serious issues which should be dealt with as a formal complaint immediately, the member of staff will tell the Complainant that they should put their complaint in writing to the Headteacher under Stage 2 of this Complaints Policy. The same applies to those occasions when complainants want to raise their concerns formally. If the Complainant would prefer to complete a form instead of writing a letter, the Complainant can complete the Complaint Form contained in Appendix 1 of this Complaints Policy to submit their complaint formally. If you require help in completing the form, please contact the school office. You can also ask a third-party organisation for example like the Citizens Advice to

help you.

The correspondence should be marked as Private and Confidential.

### **3. Unresolved Concerns and Difficulties**

The School will aim to resolve a concern or difficulty within **fifteen school days** of the date that it was raised. Where a concern or difficulty has not been resolved by informal means within this time limit from the date that it was raised, the complainant can submit the matters raised as a formal complaint under Stage 2 of this Complaints Policy.

### **4. Record of Concerns and Difficulties**

The member of staff dealing with a concern or difficulty will make a written record of the issues raised, the action taken and, if applicable, the resolution reached, which will be retained in a central record. Further information in relation to the retention of records can be found earlier on in this Complaints Policy.

## **Stage 2: Formal Complaint to the Headteacher**

### **1. Notification**

A concern or difficulty raised under Stage 1 of this Complaints Policy which remains unresolved after **fifteen school days**, or a serious matter which requires formal investigation from the outset, should be set out in writing by the Complainant and sent to the Headteacher at the School. Should a formal written complaint be received by another member of the School's staff, it will immediately be passed on to the Headteacher.

The Complainant should clearly set out the matters in dispute, the relevant dates, the full names of the persons involved and what the Complainant believes the School should do to resolve the complaint. Any documentation relied upon by the Complainant should be attached to the formal complaint.

Note: The Headteacher may delegate the investigation to another member of the school's senior leadership team but not the decision to be taken.

### **2. Acknowledgement**

The formal complaint will be acknowledged in writing within **five school days** of receipt. The acknowledgement letter will confirm the date that the formal complaint was received, the action to be taken and the specified time limit.

### **3. Investigation**

The Headteacher will be provided with the records of the Stage 1 informal procedure (if applicable) within **five school days** of receipt of the formal complaint, and will then proceed to investigate the complaint. This will involve obtaining and considering all documentation held by the School which is relevant to the complaint. If further information is required from the Complainant, this may be requested from them over the telephone or in writing.

During the investigation, the Headteacher (or investigator) will:

- a. if necessary, interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish
- b. keep a written record of any meetings/interviews in relation to their investigation.

The Headteacher may refer the complaint directly to Stage 3 if deemed appropriate.

#### 4. Outcome

The Headteacher will write to the Complainant confirming the outcome of the investigation within **twenty school days** from the date that the complaint was received. The letter will set out the individual matters raised by the Complainant, the findings made by the Headteacher during the course of the investigation, and the conclusion reached.

The letter will inform the Complainant that, if they are unsatisfied with the outcome of the Stage 2 investigation, they should write to the Clerk to the Governors within **five school days** of receipt of the letter requesting a Complaint Panel Hearing under Stage 3 of this Complaints Policy.

Where the complaint was received during a school holiday or within twenty days from the end of a term or half term, the Headteacher will endeavour to expedite the investigation wherever possible.

The Headteacher will make a written record of the issues raised, the action taken and, if applicable, the resolution reached, which will be retained in a central record. Further information in relation to the retention of records can be found earlier on in this Complaints Policy.

#### 5. Delegation

In appropriate cases, the Headteacher may delegate the complaint to a member of the Senior Leadership Team to deal with in accordance with the procedure outlined above.

### Stage 3: Complaint Panel Hearing

#### 1. Notification

If the Complainant is unsatisfied with the outcome of the review under Stage 2 of this Complaints Policy, the Complainant may write to the Clerk to the Governors requesting a Complaint Panel Hearing. The Complainant should write to the Clerk to the Governors within **five school days** of receiving the letter confirming the outcome following Stage 2.

The Complainant should not repeat the matters raised in their original letter or attach documentation already provided, but should clearly set out how and why the Complainant does not accept the findings made under Stages 1 and 2.

#### 2. The Complaint Panel

The Complaint Panel will consist of three persons appointed by or on behalf of the Governing Body by the Clerk to the Governors. None of the three Complaint Panel members will have been involved in the matters which gave rise to the complaint, have been involved in dealing with the complaint previously or have any detailed prior knowledge of the complaint. Two of the Complaint Panel members may (but do not have to) be Governors. The third Complaint Panel member will be independent of the management and running of the School, i.e. they will not be a member of staff or a Governor, and will not be linked to the School in another way, for example as a parent of a student at the School. The independent Complaint Panel member will be the Chair of the Complaint Panel.

#### 3. Attendance

The Complainant may attend the Complaint Panel Hearing, and may be accompanied by another person. For the avoidance of doubt, the Complainant's supporter will be present for moral support only and will not play any part in the proceedings, unless invited to do so by the Chair of the Complaint Panel, entirely at his or her discretion and for a good reason. The Complaint Panel Hearing is **not** a legal hearing and it is not appropriate for either the Complainant or the School to be legally represented.

However, there may be occasions when legal representation is appropriate.

For instance, if a School employee is called as a witness in a complaint meeting, they may wish to be supported by a union and/or legal representation.

*Note: Complaints about staff conduct will not generally be handled under this complaint's procedure. Complainants will be advised that any staff conduct complaints will be considered under staff disciplinary procedures, if appropriate, but outcomes will not be shared with them.*

Representatives from the media are not permitted to attend.

The School will be represented at the Complaint Panel Hearing by the person who dealt with the complaint under Stage 2, which will usually be the Headteacher. It may be appropriate for the Deputy Head or Assistant Head to also attend. This person will be referred to as the "School's Representative" for the purposes of Stage 3.

The Complaint Panel Hearing will be minuted by the Clerk to the Complaint Panel, who will usually be the Clerk to the Governors. These minutes will be circulated to all parties following the meeting and within **ten school days** of the meeting.

#### **4. Convening the Complaint Panel Hearing**

After selecting the Complaint Panel members, the Clerk to the Governors will write to the Complainant within **five school days** acknowledging receipt of their request and informing them of the names of the Complaint Panel members. If the Complainant objects to any of the named persons being appointed to the Complaint Panel, they should notify the Clerk to the Governors within **three school days** of receipt of the letter. Fair consideration will be given to any bona fide objection to a particular member of the Complaint Panel.

The Clerk to the Governors will liaise with the Complaint Panel, the Complainant and the School's Representative to agree a mutually convenient date for the Complaint Panel Hearing, which will usually take place within **twenty school days** of receipt of the Complainant's request, unless there are exceptional circumstances.

The Clerk to the Governors will write to the Complainant confirming the date of the Complaint Panel Hearing within **five school days** of the date that the acknowledgement letter was sent (or the date that the new Complaint Panel member was selected, if an objection was received and upheld). If the Complaint Panel Hearing will not take place within **twenty school days** of receipt of the Complainant's request, the letter will set out the exceptional circumstances involved.

#### **5. Documentation**

The Clerk to the Governors will forward a copy of all paperwork relating to the complaint (consisting of the record of the Stage 1 informal procedure (if applicable), the original letter of complaint or Complaint Form, any documentation provided by the Complainant with their complaint, all investigation records with the letter of outcome under Stage 2 with the Complainant's letter requesting a Complaint Panel Hearing and accompanying documents) to the Complainant, the School's Representative and the three Complaint Panel members.

The names of individuals other than the Complainant, the Complainant's family, members of the School's staff and Governors, will be redacted and replaced with a letter relevant to that particular individual (for example "Jane Brown" will be replaced with "A" throughout, "John Jones" will be replaced with B throughout) unless they have provided their written consent for their name to be disclosed.

If the Complainant wishes the Complaint Panel to consider any additional information, they should forward this documentation to the Clerk to the Governors to arrive **at least five school days** before the Complaint Panel Hearing, to enable the Clerk to the Governors to forward it to the School's

Representative and the Complaint Panel members. Documentation may be submitted after this deadline with the permission of the Chair of the Complaint Panel acting in his or her sole discretion.

The committee will not normally accept, as evidence, recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.

The committee will also not review any new complaints at this stage or consider evidence unrelated to the initial complaint to be included. New complaints must be dealt with from Stage 1 of the procedure. The meeting will be held in private.

Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place. Consent will be recorded in any minutes taken.

## **6. Witnesses**

The Chair of the Complaint Panel will decide, at his or her absolute discretion, which witnesses will be permitted to attend the Complaint Panel Hearing to give a verbal statement rather than relying on a written statement or record of meeting which have been signed by the witness.

If the Complainant wishes to rely on the account of a witness, they should ask the witness to write down, sign and date their account and forward it to the Clerk to the Governors **at least five school days** before the Complaint Panel Hearing, to enable the Clerk to the Governors to forward it to the School's Representative and the Complaint Panel members.

Witnesses under the age of eighteen other than the Complainant's own family will only be allowed to attend the Complaint Panel Hearing at the discretion of the Chair of the Complaint Panel, and then only if they are accompanied by one of their parents or carers. Any written accounts provided by the Complainant relating to witnesses under the age of eighteen must be signed and dated by the witness **and** one of the witnesses' parents or carers.

Members of staff of the School involved in the matters which gave rise to the complaint will usually have provided a signed written account or have signed a note of a meeting during the previous stages, which will be forwarded to all parties with the other complaint documentation in the usual way. Members of staff will not usually be required to attend the Complaint Panel Hearing to give a verbal statement unless their conduct is relevant or their account is contentious and the rules of natural justice dictate that the Complainant should be allowed to ask that member of staff questions.

## **7. Procedure at the Complaint Panel Hearing**

The Complaint Panel Hearing will be conducted as follows:

- The Clerk to the Complaint Panel will greet the Complainant, the Complainant's supporter and the School's Representative and welcome them into the room where the Complaint Panel has convened (any witnesses will remain outside of the room until they are called in to give their account);
- Questions may be restricted depending on the relevance/purpose of them, and whether they have been addressed in the documentation;
- All parties will show courtesy and respect to each other. If such behaviour is not observed during the hearing the Chair may decide to adjourn the hearing and reschedule if necessary;
- The Complainant will be invited by the Complaint Panel to give an account of their complaint;

- The School's Representative will be invited to ask the Complainant questions, if any;
- The Complaint Panel will ask the Complainant questions, if any;
- At the discretion of the Chair of the Complaint Panel, the Complainant's first witness will be invited into the room to give an account of what they saw or know;
- The School's Representative will be invited to ask the Complainant's witness questions, if any;
- The Complaint Panel will ask the Complainant's witness questions, if any;
- The Complainant's witness will be asked to leave the room;
- If the Complainant has any further relevant witnesses, at the discretion of the Chair of the Complaint Panel, they will be invited into the room individually to provide their accounts and be questioned as outlined above;
- The School's Representative will be invited by the Complaint Panel to respond to the complaint and make representations on behalf of the School;
- The Complainant will be invited to ask the School's Representative questions, if any;
- The Complaint Panel will ask the School's Representative questions, if any;
- At the discretion of the Chair of the Complaint Panel, the School's relevant first witness will be invited into the room to give an account or what they saw or know;
- The Complainant will be invited to ask the School's witness questions, if any;
- The Complaint Panel will ask the School's witness questions, if any;
- The School's witness will be asked to leave the room;
- If the School has any further relevant witnesses, at the discretion of the Chair of the Complaint Panel, they will be invited into the room individually to provide their accounts and be questioned, as outlined above;
- The Complainant will be invited by the Complaint Panel to summarise their complaint;
- The School's Representative will be invited by the Complaint Panel to summarise their response to the complaint and the School's stance;
- The Complaint Panel Hearing will conclude and the Complainant and the School's Representative will be asked to leave.

## 8. The Complaint Panel's Decision

The Complaint Panel will convene in private, either immediately after the Complaint Panel Hearing or on a subsequent date, and will consider all of the documentation and everything that they have heard at the Complaint Panel Hearing and make:

- **Findings of Fact**

The Complaint Panel will decide which facts are established to be true, applying the civil standard of proof, on a balance of probabilities (i.e. more likely than not). If a fact is not deemed

relevant, the Complaint Panel will not consider it further. The Complaint Panel will make a written record of the facts that have been established, those which have not been established and those which are not relevant, with their reasons for making these findings.

- **Recommendations (where appropriate)**

The Complaint Panel will consider the facts which they have established and will make recommendations based upon them where appropriate. These recommendations may be aimed at achieving reconciliation between the parties (for example, a written apology), improving procedures or preventing a recurrence in the future. The Complaint Panel will keep a written record of their recommendations, with reasons.

## **9. Notification of the Complaint Panel's Decision**

The Clerk to the Governors will write within **ten school days** of the Complaint Panel Hearing to the:

- Complainant;
- the School's Representative;
- Any person complained about;

The letter will identify each of the issues complained about, summarise how the Complaint Panel Hearing proceeded, and confirm each of the Complaint Panel's findings of fact and recommendations, if any, with reasons. The letter will also confirm that, if the Complainant believes that this Complaints Policy does not comply with the Regulations, or that the School has not followed the procedure outlined in this Complaints Policy, the Complainant may refer their complaint to the Education & Skills Funding Agency for further consideration.

The Clerk to the Governors will also ensure that a copy of the Complaint Panel's findings and recommendations are made available on the School's premises for inspection by the Trust, the Governing Body and the Headteacher.

## **10. Factors for the Complaint Panel to Consider**

- It is important that the Complaint Panel Hearing is independent and impartial, and that it is seen to be so. No person may sit on the Complaint Panel if they have had a prior involvement in the matters which gave rise to the complaint, in dealing with the complaint in the previous stages, or have a prior detailed knowledge of the complaint;
- The aim of the Complaint Panel Hearing, which must be held in private, will always be to resolve the complaint and achieve reconciliation between the School and the Complainant. However, it has to be recognised that the Complainant may not be satisfied with the outcome if the Complaint Panel does not find wholly in their favour. It may only be possible to establish the facts and make recommendations which will satisfy the Complainant that his or her complaint has been taken seriously;
- An effective Complaint Panel will acknowledge that many Complainants feel nervous and inhibited in a formal setting. Parents often feel emotional when discussing an issue that affects their child. The Chair of the Complaint Panel will ensure that the Complaint Panel Hearing is as welcoming as possible, while ensuring that it is procedurally fair to all parties. The layout of the room will set the tone and care is needed to ensure the setting is informal and not substantially adversarial;
- Extra care needs to be taken when the Complainant is a child, or there are child witnesses present. Care should be taken to ensure that the child does not feel intimidated. The Complaint Panel should be aware of the views of the child and give them equal consideration

to those of the adults present. Where the child's parent is the Complainant, it would be helpful to give the parent the opportunity to suggest which parts of the hearing, if any, the child should attend, with the Chair retaining discretion;

- The Complaint Panel should ensure that they are familiar with the complaints procedure in advance of the Complaint Panel Hearing.

The Chair of the Complaint Panel will play a key part at the Complaint Panel Hearing, ensuring that:

- The remit of the Complaint Panel is explained to the parties and each party has the opportunity of making representations without undue interruption;
- All of the issues raised in the complaint are addressed;
- Key findings of fact are made, on a balance of probabilities;
- Each party treats the other with respect and courtesy;
- The Complaint Panel is open minded and acts independently of the School;
- No member of the Complaint Panel has a vested interest in the outcome of the proceedings;
- Each side is given the opportunity to state their case and ask questions;
- All written material is seen by all parties. If a new issue arises during the course of the Complaint Panel Hearing, it would be useful to give all parties the opportunity to consider and comment on it.

### **Referral to the Department for Education**

Once a complaint has been through all the stages of this Complaints Policy, If the complainant believes the school did not handle their complaint in accordance with the published complaints procedure or they acted unlawfully or unreasonably in the exercise of their duties under education law, they can contact the Department for Education after they have completed Stage 2.

The Department for Education will not normally reinvestigate the substance of complaints or overturn any decisions made by Stratford Girls' Grammar School. They will consider whether Stratford Girls' Grammar School has adhered to education legislation and any statutory policies connected with the complaint.

The complainant can refer their complaint to the Department for Education online at:

[www.education.gov.uk/contactus](http://www.education.gov.uk/contactus), by telephone on: 0370 000 2288 or by writing to:

Department for Education  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD.

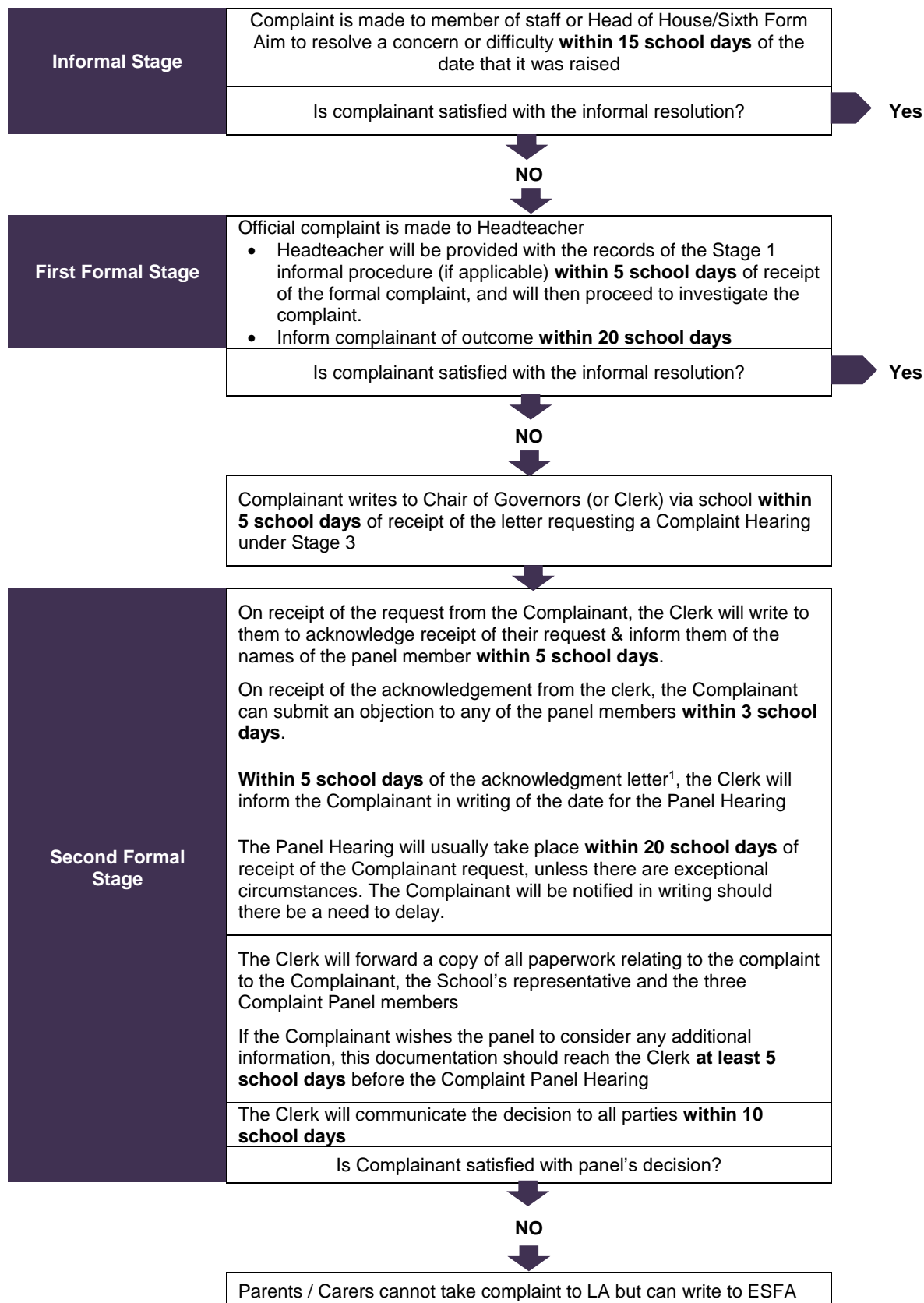


## Appendix 1 – Formal Complaint Form

**Please complete and return to the School address to the Head's PA who will acknowledge receipt and explain what action will be taken.**

Your Name:	Student's Name:
Your Relationship to Student:	Student's DOB and Form:
Address and Postcode:	Daytime Telephone Number:
	Evening Telephone Number:
Full details of complaint (including the names of all persons involved and the dates of incidents referred to):	
What action, if any, have you already taken to try and resolve your complaint (for example, who did you speak to and what was the response)?	
What actions do you feel might resolve the problem at this stage?	
Are you attaching any paperwork? If so, please give details.	
<b>Signature:</b>	<b>Date:</b>
<b><i>For Official Use:</i></b>	
<i>Date Acknowledgement Sent:</i>	
<i>Name of Person Complaint Referred To:</i>	
<i>Signature:</i>	<i>Date:</i>

## Complaints Process from Start to Finish



<sup>1</sup> Or the date that the new Complaint Panel member was selected if an objection was received and upheld.