

The Windmill Primary Federation

Executive Headteacher: Ms A. Bailey
Deputies: Mr S. Horsley and Mrs R. Ward



Procedure for handling concerns and complaints

All schools in Norfolk want their pupils to be healthy, happy and safe, and to achieve. They recognise that parents, guardians or carers play an important part in making this happen. Cooperation between parents, staff and governors leads to a shared sense of purpose and a good atmosphere in the school.

Each level of the procedure set out below offers the opportunity for concerns and complaints to be resolved as quickly as possible.

Level 1 – informal

Parents, carers or guardians should, in the first instance, make an appointment to speak to the class teacher about the concern. It is best to resolve issues at this point. Any member of the public wishing to make a complaint regarding school related issues should be directed to the Headteacher.

Level 2 - informal

Parents, carers or guardians dissatisfied with the result of the discussions with the class teacher should ask for an appointment to meet with the Headteacher or, a member of the leadership team or Deputy Headteacher.

For complaints raised with the Headteacher at level 1, the next step should be to write to the Chair of Governors.

If a resolution to the issue is proving difficult to find, the Headteacher, a member of the leadership team or Deputy Headteacher can speak to one member of the governing body about the issue who may be willing to offer informal intervention. However, there is no obligation on any governor to become involved at this level.

If everyone involved is unable to resolve the issue then it may be necessary to ask for information or support from a Children's Services Representative. The issue that is the focus of the complaint will determine the person contacted. **The Headteacher, member of the Leadership team or Deputy Headteacher should know who to ring 01945 583620 or the Customer Service Centre will be able to offer information on 0344 800 8020 or e-mail: information@norfolk.gov.uk**

It is hoped that most problems will have been resolved by now.

Level 3 – formal complaint letter to Headteacher

An issue that has not been resolved through the informal levels 1 and 2 can become an official complaint.

Parents, carers or guardians wishing to move to level 3 must write a formal letter of complaint to the Headteacher. The letter will need to set out clearly the issues which have previously been discussed and why they consider the issue to be unresolved.

Headteachers should consider the complaint and discuss a resolution with the complainant. The Headteacher should offer a resolution to the complainant in writing within 10 school days of receipt of the letter.

Concerns or complaints specifically about the Headteacher

The decision that the Headteacher has made as a result of the complaint does not become a complaint about the Headteacher. If the complainant feels the complaint has not been resolved he/she should put the complaint in writing to the Chair of Governors asking them to investigate.

If, the concern or complaint is specifically about the Headteacher and is unable to be resolved at the informal stage, then it will be necessary for the complainant to formally complain to the Chair of Governors. The school will provide the Chair of Governor's name and the complainant should write to him or her at the school address marking the envelope 'urgent, private and confidential'. The Chair of Governors should acknowledge the complainant's letter in writing within 5 school days of receipt and contact a Governor Support Service Officer for advice.

Level 4 – formal complaint requesting a Governors’ Complaints Panel

Complainants wishing to move to level 4 of the formal complaints procedure will need to write a letter to the Chair of Governors to request that a Governors’ Complaints Panel meets to hear the complaint. This formal complaint letter must be received within 10 school days of the last meeting with the Headteacher concerning the issue. The complainant should write to the Chair of Governors at the school address marking the envelope 'urgent and confidential'. The letter will need to set out the complaint that has previously been formally discussed with the Headteacher and show why the matter is not resolved.

Time Scales:

Receipt of complainant’s letter	Acknowledgement within 5 school days
Receipt of complainant’s letter	Governors’ Panel meeting within 15 school days (unless this goes into school holidays)
Written documentation sent to Governors’ Panel Members and complainant and headteacher	5 school days before meeting.
Governors’ Panel members decision communicated to all concerned	As soon as possible but within 10 school days of meeting.

Before the meeting:

The chair of governors should appoint a clerk to the Governors’ Complaints Panel, acknowledge the complainant’s letter in writing within 5 school days of receipt and arrange for a panel of governors to meet within 15 school days of receipt. It must be recognised that if the letter is received within 14 school days to the end of term it may not be possible to organise the governors’ panel meeting. In this case the matter should be dealt with within 10 school days of the school reopening.

The Headteacher should be given a copy of the complainant’s letter and written documentation should be requested from the school. The clerk should send both the complainant’s letter and the school documentation to the Governors’ Complaints Panel members, complainant and Headteacher (and anyone else involved in the meeting) at least 5 school days before the date of the meeting.

The complainant and Headteacher will be invited to attend the Governor’s Complaints Panel meeting to give a verbal statement in support of their documentation. Each of them can bring someone to support them if they wish.

At the meeting:

The complainant and Headteacher (or his representative) should provide all the relevant information they wish and the Governors’ Complaints Panel members should clarify any points. After the complainant and Headteacher (or his representative) have provided all the information they wish, the chair will ask all parties to leave except the panel members and the clerk.

After the meeting:

The Governors' Complaints Panel will write to all concerned within 10 school days to explain their decision and suggest a resolution to the problem, if appropriate. The decision of the Governor's Complaints Panel is final. The decision of the Governors' Complaints Panel will not be investigated.

If, however, the complainant feels that the School and Governors have not followed the school's complaints procedure correctly, he/she can contact a Children's Services Officer for assistance. In this case he/she should ring Customer Services on 0344 800 8020 who will arrange for an officer to get back to him/her.

With regard to free entitlement in an Early years setting; where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in the local agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Early Years Finance Team (01603 222300, option 2).

Taking your complaint further

If you believe that your school's governing board is acting 'unreasonably' you can complain in writing to the Secretary of State for Education.

Once a Governor's Complaints Panel has heard a complaint, and it is clear that correct procedures have been followed, that specific complaint cannot be reopened. If a request is received in this respect, the chair of governors should inform the complainant that the matter is closed.

Any complaints concerning the conduct of school staff will be handled in accordance with the schools internal disciplinary procedures. The details of such an investigation will remain confidential.

Some complaints regarding admissions, the curriculum or special educational needs are covered by statutory regulations. **The Headteacher or deputy Headteacher can give information about these issues by phoning 01945 583620 or advice can be sought from the Customer Service Centre on 0344 800 8020 or e-mail: information@norfolk.gov.uk**

This Procedure for handling Concerns and Complaints is also available on our website www.windmillfederation.org.uk or a hardcopy provided upon request please contact the Federation Business Manager on 01945 583620.