



Complaints Policy and Procedure

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1. Aims

Our school aims to meet its statutory obligations when responding to complaints from parents of pupils at the school.

When responding to complaints, we aim to:

- Be impartial and non-adversarial
- Facilitate a full and fair investigation by an independent person or panel, where necessary
- Address all the points at issue and provide an effective and prompt response
- Respect complainants' desire for confidentiality
- Treat complainants with respect
- Ensure that any decisions we make are lawful, rational, reasonable, fair and proportionate, in line with the principles of administrative law.
- Keep complainants informed of the progress of the complaints process.
- Consider how the complaint can feed into school improvement evaluation processes.

We try to resolve concerns or complaints by informal means wherever possible. Where this is not possible, formal procedures will be followed.

The school will aim to give the complainant the opportunity to complete the complaints procedure in full.

To support this, we will ensure we publicise the existence of this policy and make it available on the school website.

Throughout the process, we will be sensitive to the needs of all parties involved, and make any reasonable adjustments needed to accommodate individuals.

2. Legislation and Guidance

This document meets the requirements set out in part 7 of the schedule to the Education (Independent School Standards) Regulations 2014, which states that we must have and make available a written procedure to deal with complaints from parents of pupils at the school.

It is also based on guidance published by the Education and Skills Funding Agency (ESFA) on creating a complaints procedure that complies with the above regulations, and refers to good practice guidance on setting up complaints procedures from the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

In addition, it addresses duties set out in the Early Years Foundation Stage statutory framework with regards to dealing with complaints about the school's fulfilment of Early Years Foundation Stage requirements.

3. Definitions and Scope

The DfE guidance explains the difference between a concern and a complaint.

A concern is defined as "an expression of worry or doubt over an issue considered to be important for which reassurances are sought".

The school will resolve concerns through day-to-day communication as far as possible.

A complaint is defined as "an expression of dissatisfaction however made, about actions taken

or a lack of action”.

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaint's procedure.

The school intends to resolve complaints informally where possible, at the earliest possible stage. If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, we will refer you to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, you will be referred to another staff member. The member of staff maybe more senior but doesn't have to be. The ability to consider the concern objectively and impartially is more important.

Complaints must be raised within three months of the incident. We will consider complaints made outside of this time frame if exceptional circumstances apply.

For the avoidance of doubt this policy does not apply to those who are not parents/carers of pupils at a school within the Federation. Complaints that fall into this category will be dealt with as follows:

Complainants should first attempt to address their complaint to the relevant school informally. If this fails to resolve the situation, the complaint may be submitted in writing to the Executive Headteacher who will acknowledge receipt of the complaint and thereafter issue a final written response within 15 school days. Where the complaint involves the Executive Headteacher (following section 6), the Chair of Governors, in association with West Norfolk Academies Trust (WNAT), will issue a final written response within the same timeframe. Stage 3 of the complaints process (panel) does not apply.

There may be occasions when complainants would like to raise their concerns formally. This policy outlines the procedure relating to handling such complaints.

This policy does not cover complaints procedures relating to:

- Admissions
- Statutory assessments of special educational needs (SEN)
- Safeguarding matters
- Exclusion
- Whistle-blowing
- Staff grievances
- Staff discipline

Please see separate policies for procedures relating to these types of complaint.

Arrangements for handling complaints from parents of children with SEN about the school's support are within the scope of this policy. Such complaints should first be made to the special educational needs coordinator (SENCO)/Executive Headteacher; they will then be referred to this complaints policy. Our SEN policy and information report includes information about the rights of parents of pupils with disabilities who believe that our school has discriminated against their child.

Complaints about services provided by other providers who use school premises or facilities should be directed to the provider concerned.

4. Roles and Responsibilities

The Complainant

The complainant will get a more effective and timely response to their complaint if they:

- Follow these procedures
- Co-operate with the school throughout the process and respond to deadlines and communications promptly
- Ask for assistance as needed
- Treat all those involved with respect
- Not publish details about the complaint on social media

We will not normally investigate anonymous complaints. However, the headteacher or Chair of Governors, if appropriate, will determine whether the complaint warrants an investigation.

Complaints received outside of term time will be acknowledged as received on the first school day after the holiday period.

The Investigator

An individual will be appointed to look into the complaint and establish the facts. They will:

- Interview all relevant parties, keeping notes
- Consider records and any written evidence and keep these securely
- Prepare a comprehensive report to the Executive Headteacher which includes the facts and potential solutions

Clerk to the Governors

- Be the contact point for the complainant and the complaints panel, including circulating the relevant papers and evidence before complaints hearing.
- Arrange the complaints hearing
- Record and circulate the minutes and outcome of the hearing

Committee Chair

- Chair the meeting, ensuring everyone is treated with respect throughout
- Make sure all parties see the relevant information, understand the purpose of the hearing and are allowed to present their case

5. Principles for investigation

When investigating a complaint, we will try to clarify:

- What has happened
- Who was involved
- What the complainant feels would put things right

We also intend to address complaints as quickly as possible. To achieve this, realistic and reasonable time limits will be set for each action within each stage. When complaints are made out of term time, we will consider them to have been received on the next school day.

Where further investigations are necessary, new time limits will be set, and the complainant will be sent details of the new deadline with an explanation for the delay.

The school expects that complaints will be made as soon as possible after an incident arises and no later than 3 months afterwards. We will consider exceptions to this time frame in circumstances where there were valid reasons for not making a complaint at that time and the complaint can still be investigated in a fair manner for all involved.

Complaints about our fulfilment of early year's requirements

We will investigate all written complaints relating to the school's fulfilment of the Early Years Foundation Stage requirements, and notify the complainant of the outcome within 28 days of receiving the complaint. The school will keep a record of the complaint (see section 10) and make this available to Ofsted on request.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on the Federation website.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in the funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Executive Headteacher.

Parents and carers can notify Ofsted if they believe that the school is not meeting Early Years Foundation Stage requirements, by calling 0300 123 4234 or 0300 123 4666, or by emailing enquiries@ofsted.gov.uk. An online contact form is also available at <https://www.gov.uk/government/organisations/ofsted#org-contacts>.

We will notify parents and carers if we become aware that the school is to be inspected by Ofsted. We will inform parents when a copy of the inspection report is available online.

6. Stages of complaint (not complaints against the Executive Headteacher or a governor)

Stage 1: Informal

The school will take informal concerns seriously and make every effort to resolve the matter quickly. It may be the case that the provision or clarification of information will resolve the issue.

The complainant should raise the complaint as soon as possible with the relevant member of staff or the Executive Headteacher, either in person or by letter, telephone or email. If the complainant is unclear who to contact or how to contact them, they should contact the relevant school office.

It is important for the complainant to explain clearly and succinctly what the complaint refers to and what they would like to happen in order to resolve the complaint.

The school will acknowledge informal complaints within 5 school days, and investigate and provide a response within 15 school days.

The informal stage may involve a meeting or telephone conversation between the complainant and the Executive Headteacher or Head of School team, as appropriate.

Individuals should not approach governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering a formal complaint at stage 3 of the procedure.

If the complaint is not resolved informally, it will be escalated to a formal complaint.

Stage 2: Formal

The formal stage involves the complainant putting the complaint into writing, usually to the Executive Headteacher and/or the subject of the complaint. This letter should provide details such as relevant dates, times and the names of witnesses of events, alongside copies of any relevant documents. The complainant should also state why they are not happy with stage 1 and what they feel would resolve the complaint.

The Executive Headteacher (or other person appointed by the Executive Headteacher for this purpose) will then conduct their own investigation. If a meeting is convened the complainant may be accompanied to this meeting by one person and should inform the school of the identity of their companion in advance. In certain circumstances, the school may need to refuse a request for a particular individual to attend any such meeting – for example, if there is a conflict of interest. If this is the case, the school will notify the complainant as soon as they are aware, so that the complainant has the opportunity to arrange alternative accompaniment.

The written conclusion of this investigation will be sent to the complainant within 15 school days.

If the complainant is not satisfied with the response and wishes to proceed to the next stage of this procedure, they should inform the clerk to the governors within 10 school days.

Complaints will be escalated to the panel hearing stage if the complainant is not satisfied with the response to the complaint at the second, formal, stage.

The clerk will acknowledge receipt of the request within 5 school days.

Stage 3: Review Panel

A request to escalate to stage 3 must be made to the clerk to governors r.blakewaylong@norfolk.gov.uk within 10 school days. The complainant should include why they are unhappy with stage 2 and what they feel would resolve the complaint.

The clerk to governors will acknowledge receipt of the escalation in writing within 5 school days.

The clerk will aim to convene a meeting within 20 school days of receipt of the stage 3 request. If this is not possible, the complainant will be kept informed and provided with an anticipated date.

If the complainant rejects the offer of a proposed date, an alternative will be sought. If this date is rejected without good reason, the chair of the panel will decide when to hold the meeting. It will then proceed in the complainant's absence on the basis of written submissions from both parties.

A complainant may bring one person along to the panel meeting to provide support. This can be a relative or friend. Generally, we do not encourage either party to bring legal representatives to the panel meeting.

Representatives from the media are not permitted to attend.

The complaints panel will comprise of three people with no prior connection with the complaint. Two members of the panel will be from the Federation Governing body, the third panel member will be from another Governing body from outside of the Federation.

The aim of the panel meeting is to consider the complaint with the aim of resolving the complaint and achieving reconciliation between the school and the complainant.

The panel will not consider any new complaints at this stage or consider evidence unrelated to the initial complaint. New complaints must be submitted separately.

The panel will be clerked by a confidential administrator.

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

The panel 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 recording of meetings or conversations take place. Consent will be recorded in any minutes taken.

The panel must then put together its findings and recommendations from the case. The panel will also provide a copy of the findings and recommendations to the complainant and, where relevant, the individual who is the subject of the complaint, and make a copy available for inspection by the Executive Headteacher.

The committee can:

- Uphold the complaint, in whole or in part
- Dismiss the complaint, in whole or in part, if the complaint is upheld, the committee will:
 - Decide the appropriate action to resolve the complaint
 - Where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future

The school will inform those involved of the decision in writing within 10 school days.

7. Complaints against the Executive Headteacher/Member of the Governing Body

Stage 1: Informal

Complaints against the Executive Headteacher should, in the first instance, try to be resolved by the complainant directly with the Executive Headteacher. Where this has been unsuccessful the complaint should be directed to the clerk to the governors r.blakewaylong@norfolk.gov.uk. The clerk to the governors will then notify the Chair of Governors and West Norfolk Academies Trust (WNAT). The Chair of Governors in association with WNAT will investigate under Stage 1 (as per section 6).

Complaints made against a governor should be directed to the clerk of the governors, r.blakewaylong@norfolk.gov.uk. If the complaint is about a member of the board, the Chair of Governors will appoint an investigator under Stage 1 (as per section 6). Where the complaint is against the Chair of Governors the Vice Chair of Governors (or nominated governor) will appoint the investigator.

Stage 2: Formal

Complaints made against the Executive Headteacher, the complaint will be referred to the Chair of Governors in association with WNAT who will identify an appropriate person to investigate the complaint.

Complaints made against a member of the governing body, the complaint will be referred to the Chair of Governors who will identify an appropriate member of staff to investigate the complaint.

If the concern or complaint is jointly about the chair, vice-chair and/or entire board, an independent investigator will carry out the steps in Stage 2 (Section 6). They will be appointed by the board and will write a formal response at the end of their investigation.

Stage 3: Review Panel

For a complaint concerning the above, two of the panel members will be drawn from the Federation board and the third member will be independent of the Federation. Where the complaint is against the Executive Headteacher one of the panel members will be drawn from the Federation board, one from WNAT and the third member will be external to the Federation and WNAT.

If the complaint is jointly about the chair, vice chair, the board or the majority of the board then a committee of independent trustees will hear the complaint. They will carry out the steps at stage 3 (as per section 6).

8. Referring Complaints on Completion of the School's Procedure

If the complainant is dissatisfied with the outcome of the school's complaints procedure and you believe that your school's governing body is acting 'unreasonably' you can complain in writing to the Secretary of State for Education.

Complaints to the Secretary of State are handled by the government's Department for Education.

This should be a last resort, and you should highlight in your letter the steps you have already taken to resolve the problem locally.

The address to write to is: Department for Education, Castle View House, East Lane, Runcorn, Cheshire, WA7 2GJ.

For more information or to refer a complaint, see the following webpage:
<https://www.gov.uk/complain-about-school>

This information will be included in the outcome letter to complainants.

9. Persistent or Unreasonable Complaints

Most complaints raised will be valid and therefore we will treat them seriously. However, a complaint may become unreasonable if the person:

- Has made the complaint before and it's already been resolved by following the school's complaints procedure
- Makes a complaint that is obsessive, persistent, harassing, prolific, defamatory or repetitive
- Knowingly provides false information
- Insists on pursuing a complaint that is unfounded, or out of scope of the complaints procedure
- Pursues a valid complaint, but in an unreasonable manner e.g. refused to articulate the complaint, refuses to co-operate with this complaints procedure or insists that the complaint is dealt with in ways that are incompatible with this procedure and the time frames it sets

out.

- Changes the basis of the complaint as the investigation goes on
- Makes a complaint designed to cause disruption, annoyance or excessive demands on school time, seeks unrealistic outcomes or a solution that lacks any serious purpose or value.
- Uses threats to intimidate
- Uses abusive, offensive or discriminatory language or violence
- Publishes unacceptable information on social media or other public forums
- Complainants should try to limit their communication with the school that relates to their complaint, while the complaint is being progressed. It is not helpful if repeated correspondence is sent as it could delay the outcome being reached.

We will take every reasonable step to address the complainant's concerns and give them a clear statement of our position and their options.

Should the complainant continue with the behaviour, they will be written to explaining that their behaviour is unreasonable and ask them to change it. For complainants who excessively contact the school or Federation we may specify methods of communication and limit the number of contacts in a communication plan. We may:

- Give the complainant a single point of contact via an email address.
- Limit the number of times the complainant can make contact, such as a fixed number per term
- Ask the complainant to engage a third party to act on their behalf
- Put any other strategy in place as necessary.

Stopping Responding

We may stop responding to the complainant when all of these factors are met:

- We believe we have taken all reasonable steps to help address their concerns
- We have provided a clear statement of our position and their options
- The complainant contacts us repeatedly, and we believe their intention is to cause disruption or inconvenience
- Where we stop responding we will inform the individual that we intend to do so. We will also explain that we will still consider any new complaints they make.
- In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from a school site.

Social Media

In order for complaints to be resolved as quickly and fairly as possible, the Federation requests the complainants do not discuss complaints publicly via social media such as Facebook and Twitter.

Should unacceptable information be published on social media or other public forums we will follow the persistent or unreasonable complaints procedure.

Complaints will be dealt with discreetly for those involved, and we expect complainants to exercise discretion also.

Duplicate Complaints

If we have resolved a complaint under this procedure and receive a duplicate complaint on the same subject from a partner, family member or other individual we will assess whether there are aspects that we hadn't previously considered, or any new information we need to take into account. If we are satisfied that there are no new aspects we will:

- Tell the new complainant that we have already investigated and responded to this issue, and the local process is complete
- Direct them to the DfE if they are dissatisfied with our original handling of the complaint. If there are new aspects, we will follow this procedure again.

Complaint Campaigns

Where the school receives a large volume of complaints about the same topic or subject, especially if these come from complainants unconnected with the school, the school may respond to these complaints by:

- Publishing a single response on the school website
- Sending a template response to all of the complainants

If complainants are not satisfied with the school's response, or wish to pursue the complaint further, the normal procedures will apply.

10. Record-Keeping

The school will record the progress of all complaints, including information about actions taken at all stages, the stage at which the complaint was resolved, and the final outcome. The records will also include copies of letters and emails, and notes relating to meetings and phone calls.

This material will be treated as confidential and held centrally and will be viewed only by those involved in investigating the complaint or on the review panel.

This is except where the secretary of state (or someone acting on their behalf) or the complainant requests access to records of a complaint through a freedom of information (FOI) request or through a subject access request under the terms of the Data Protection Act, or where the material must be made available during a school inspection.

Records of complaints will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and records management policy.

The details of the complaint, including the names of individuals involved, will not be shared with the whole Board of Governors in case a review panel needs to be organised at a later point.

Where the Federation is aware of the substance of the complaint before the review panel stage, the school will (where reasonably practicable) arrange for an independent panel to hear the complaint.

Complainants also have the right to request an independent panel if they believe there is likely to be bias in the proceedings. The decision to approve this request is made by the Federation, who will not unreasonably withhold consent.

11. Learning Lessons

The Federation will review any underlying issues raised by complaints with the Executive Headteacher, where appropriate, and respecting confidentiality, determine whether there are any improvements that the school can make to its procedures or practice to help prevent similar events in the future.

12. Monitoring Arrangements

The Federation will monitor the effectiveness of the complaints procedure in ensuring that complaints are handled properly. The Federation will track the number and nature of complaints, and review underlying issues as stated in section 11.

The complaints records are logged and managed by the Clerk to the Governors. This policy will be reviewed by the Federation governors and the Executive Headteacher every 3 years.

At each review, the policy will be approved by the Governors and the Executive Headteacher.

13. Links with Other Policies

Policies dealing with other forms of complaints include:

- Child protection and safeguarding policy and procedures
- Admissions policy
- Exclusions policy
- Staff grievance procedures
- Staff disciplinary procedures
- SEN policy and information report
- Privacy notices