

# John Perry Primary School



## School Complaints Procedure

October 2017  
Ratified by FGB Autumn 2017  
Review Date October 2018



# **School Complaints Procedure John Perry Primary**

## **LONDON BOROUGH OF BARKING AND DAGENHAM CHILDREN'S SERVICES SCHOOLS COMPLAINTS PROCEDURE**

Published in line with Best  
Practice Advice for School  
Complaints Procedures 2016

### **Information for Parents Background Information**

From time to time, Children's Services receives complaints about schools from parents, pupils and members of the public. Changes in the law have now put most of the responsibility for dealing with complaints in the hands of the Head Teachers of schools or the School Governors. Additionally, the Secretary of State for Education can now investigate school complaints once all school-based stages have been exhausted. This document explains how you should proceed if you wish to make a complaint about a school.

### **How to Proceed**

**Schools complaints procedures generally have three in-school stages: Stage**

### **Details**

**Timescale for response**

### **Stage One**

Complaint heard by staff member (although not if they are the subject of the complaint) 10 working days from receipt of complaint

### **Stage Two**

Complaint heard by Head Teacher

10 working days from receipt of

complaint **Stage Three**

Complaint heard by Governing Body's Complaints Appeal

Panel 20 working days from receipt of complaint

### **Stage 1**

In the first instance, contact the school to discuss your problem or complaint. The School Office will be able to assist you in making arrangements to see class teachers and senior members of staff. In most cases your complaint will be dealt with to your satisfaction at this stage without the need to resort to a formal complaint.

### **Stage 2**

If the initial discussions do not resolve your complaint, then you may use stage 2 of the school's formal complaint procedure by raising your complaint with the Head Teacher.

### **Stage 3**

However, if this still does not resolve the matter and you wish to take your complaint

further; contact the Chair of the Governing Body for the school, either via the school or by sending your complaint to Governors' Support, Children's Services, Roycraft House, 16, Lindon Road, Barking, Essex, IG11 8HE

School Complaints Procedure – Information for Parents version 1.2 August 2012

**Stage 3** is the last step of the process that is managed within the school / school governing body. If your problem/complaint remains unresolved after stage 3, then you may raise your complaint with the Secretary of State for Education. This is the fourth and final stage of the complaints process.

#### **Stage 4**

Please put your concerns directly to the Secretary of State for Education

Department for Education Castle View House East Lane Runcorn Cheshire

WA7 2GJ Vexatious Complaints

There will be occasions when, despite all stages of the procedures having been followed, the complainant remains dissatisfied. If the complainant tries to reopen the same issue, the Chair of the Governing Body is able to inform them in writing that the procedure has been exhausted and that the matter is now closed at school level.

This does not preclude a complaint being escalated to Stage 4. The Secretary of State for Education will make an independent judgement about each case.

October 2017

Ratified by FGB Autumn 1017

Review Date October 2018