



BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL

COMPLAINTS PROCEDURE FOR PARENTS

Last Review Date	August 2017
Policy endorsed by	The Trustees, Co-Principals & Head teacher
Policy is owned by	Co-Principals & Head Teacher
ISI reference	A14, B16, E7
Next review date	August 2018
Review body	Co-Principals & Head Teacher

Complaints Procedure for Parents

Brockwood Park School & Inwoods Small School regards relationships with parents as very important, and aims for open and easy communication between home and school. It also endeavours to provide teaching and pastoral care of the highest order. If, however, parents do have a complaint, they can expect it to be treated by the school in accordance with this procedure.

A complaint is an expression of dissatisfaction with a real or perceived problem. It may be made about the school as a whole or about an individual member of staff. A complaint is likely to arise if a parent believes that the school has done something wrong, or failed to do something that it should have done, or acted unfairly.

In accordance with paragraph 25(3)(g) of Schedule 1 to the Education (Independent School Standards) (England) Regulations 2010, Brockwood Park School and Inwoods Small School will make available to parents of students and of prospective students and provide, on request, to the Chief Inspector, the Secretary of State or the ISI for the purposes of section 162A(1) of the Education Act 2002 (as subsequently amended), details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year.

Written Complaints relating to the requirements under the Statutory Framework for the EYFS:

Inwoods Small Schools will provide Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint. The record of any such complaints will be kept for at least three years.

Complaints to OFSTED and/or ISI regarding EYFS Service Providers

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Parents may also complain directly to Ofsted and/or ISI if they wish. Ofsted may be contacted on 0300 123 1231 and ISI may be contacted by writing to ISI, CAP House, 9-12 Long Lane, London EC1A 9HA, or to concerns@isi.net.

You can also contact the Department for Education [online](#) or on 0370 000 2288.

Written complaints about the fulfilment of the EYFS requirements must be investigated and the complainant notified of the outcome of the investigation within 28 days. The record of such complaints will be made available on request.

Recording Complaints

Following resolution of a complaint, the school will keep a written record of all complaints and whether they are resolved at the preliminary stage or proceed to a panel hearing. The school's written record of complaints identifies those complaints relating to boarding provision and action taken by the school as result of those complaints (regardless of whether they were upheld). At the school's discretion, additional records may be kept which may contain the following information:

- Date when the issue was raised
- Name of parent
- Name of student
- Description of the issue
- Records of all the investigations (if appropriate)
- Witness statements (if appropriate)
- Name of member (s) of staff handling the issue at each stage
- Copies of all correspondence on the issue (including emails and records of phone conversations)

Correspondence, statements and records relating to individual complaints will be kept confidential except to the extent required by paragraph 25(3) (g) of Schedule 1 to the Education (Independent Schools Standards) (England) Regulations 2010, by the Secretary of State or where disclosure is required by the ISI under Section 162A of the Education Act 2002 (as amended), or under other legal authority.

Timeframe

All complaints will be handled seriously and sensitively. They will be acknowledged within five working days if received during term time and as soon as practicable during holiday periods.

It is in everyone's interest to resolve a complaint as speedily as possible: the school's target is to complete the first two stages of the procedure within 28 days if the complaint is lodged during term time and as soon as practicable during holiday periods.

Stage 3, the Appeal Panel Hearing, will be completed within a further 28 days, if the appeal is lodged during term-time and as soon as practicable during holiday periods.

Stage 1 – Informal Resolution

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

- If parents have a complaint or concern they should normally contact the appropriate member of staff – tutor, academic adviser, subject teacher or floor staff. Complaints or concerns made directly to a Co-Principal (Brockwood) or Head Teacher (Inwoods) will usually be referred to the relevant member of staff. In many cases, the matter will be

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resolved straightaway by this means. If the member of staff cannot resolve the matter alone, it may be necessary for him/her to consult the Co-Principals (Brockwood) or Head Teacher (Inwoods).

- If the complaint is about a Co-Principal (Brockwood) or Head Teacher (Inwoods), the complaint should be put informally to them. If not resolved then the complaint will be put to Stage 2.

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 Co-Principals (Brockwood) or Head Teacher (Inwoods).

- The Co-Principals (Brockwood) or Head Teacher (Inwoods) will decide, after considering the complaint, the appropriate course of action to be taken.
- In most cases, the Co-Principals (Brockwood) or Head Teacher (Inwoods) will speak to the parents concerned to discuss the matter. If possible, a resolution will be reached at this stage.
- If it is necessary for the Co-Principals (Brockwood) or Head Teacher (Inwoods) to carry out further investigations a written record will be kept of all meetings and interviews held in relation to the complaint.
- Once the Co-Principals (Brockwood) or Head Teacher (Inwoods) are 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 Co-Principals (Brockwood) or Head Teacher (Inwoods) will give reasons for their decision.
- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this Procedure.
- If the complaint is about a Co-Principal (Brockwood) or Head Teacher (Inwoods) and it is not resolved informally, then it should be sent to the Development and Coordination Director at development@brockwood.org.uk to be forwarded to the Chair of the Trustees. The Chair of the Trustees will call for a full report from the other Co-Principals and/or Head Teacher (Inwoods) and may call a meeting with relevant staff. Once the Chair is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of the decision in writing. The Chair will give reasons for his/her decision. If not resolved then the complaint will be put to Stage 3.

Stage 3 – Panel Hearing

If parents seek to invoke Stage 3 they will be referred to the Development and Coordination Director who has been appointed by the Trustees to call hearings of the Complaints Panel and can be contacted at development@brockwood.org.uk.

- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of a Director (The Krishnamurti Foundation Trust has 4 Directors: 2 Co-Principals, Foundation Administrator and Development & Coordination Director.), a Trustee, and an external mediator, who is independent of the management and running of the school. No member of The Panel shall be directly involved in the complaint. The latter two members of the Panel shall be appointed by the Chair of Trustees.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than two days prior to the hearing
- Where possible the parents should attend the hearing in person and may be accompanied by one other person. This may be a relative, teacher or friend. If the parents are not able

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to attend they can nominate someone to attend on their behalf. Legal representation will not normally be appropriate

- 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 would 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 seven 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 Co-Principals (Brockwood) or Head Teacher (Inwoods), the Trustees and where relevant, the person complained of.

The schools make available to parents of students and parents of prospective students, to the Chief Inspector, the Secretary of State or an independent inspectorate the number of complaints registered under the formal procedure during the preceding school year.

Number of complaints registered under the formal procedure during the preceding school year was 0.

Parents may also wish to find out more about their child's rights by visiting www.rights4me.com or contacting: Anne Longfield, Children Commissioner England on 020 7783 8330.