

**AMDG**



**DONHEAD**

**Preparatory School**

## **Complaints Policy including EYFS**

### **Introduction**

Donhead Preparatory School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents do have a complaint, they can expect it to be treated by the school with care and in accordance with this procedure. Donhead Preparatory School makes its complaints procedure available to all parents of pupils on the school's website and in the school office during the school day, and Donhead Preparatory School will ensure that parents of pupils, and of prospective pupils, who request it are made aware that this document is published or available and of the form in which it is published or available.

In accordance with paragraph 33 of Education (Independent School Standards) Regulations 2014, Donhead Preparatory School will make available to parents of pupils and provide, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate, details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year.

The complaints procedure is available for parents of current registered pupils and past pupils if the complaint was initially raised when the pupil was still registered.

### **What Constitutes a Complaint?**

A complaint is an expression of dissatisfaction with a real or perceived problem. It may be made about the school, about a specific department or about an individual member of staff, and any matter about which a parent is unhappy and seeks action by the school is within the scope of this procedure. A complaint is likely to arise if a parent believes that the school has done something wrong, failed to do something that it should have done or has acted unfairly.

**Parents can be assured that all concerns and complaints will be treated seriously and confidentially. The school is here for your child and you can be assured that your child will not be penalised for a complaint that you raise in good faith.**

## **The Three-stage Complaint Procedure**

### **Stage 1 - Informal Resolution**

- It is hoped that most concerns/complaints will be resolved quickly and informally.
- If parents have a concern/complaint they should normally contact their child's Form Teacher. If this is a concern regarding a subject specialism then the subject specialist will work alongside the Form Tutor to resolve the issue. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the Form Teacher cannot resolve the matter alone it may be necessary for him/her to consult the Headteacher.
- The Form Teacher will make a written record of all concerns/complaints and the date on which they were received. Should the matter not be resolved within 7 days or if the Form Teacher and the parent fail to reach a satisfactory resolution then parents will be advised to escalate the matter in accordance with stage 2 of this procedure.
- If, however, the concern/complaint is against the Headteacher, parents should raise the issue directly to the Chair of Governors.

### **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 Headteacher. The Headteacher will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Headteacher will meet/speak to the parents concerned, normally within 7 days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Headteacher to carry out further investigations.
- The Headteacher will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Headteacher is satisfied that, so far as is practicable, all the relevant facts have been established, a decision will be made, and parents will be informed of this decision in writing. The Headteacher will also give reasons for their decision.
- If the complaint is against the Headteacher, the Chair of Governors will call for a full report from the Headteacher and for all the relevant documents. The Chair may also call for a briefing from members of staff, and will in most cases, speak to or meet with the parents to discuss the matter further. Once the Chair is satisfied that, so far as is practicable, all the

relevant facts have been established, the parents will be informed of the decision in writing. The Chair will give reasons for their decision.

- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this procedure.

### **Stage 3 - Panel Hearing**

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution) they will be referred to the clerk to the Governors who has been appointed by the Governors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of three persons not directly involved in the matters detailed in the complaint and one of whom shall be independent of the management and running of the school. The convenor, on behalf of the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 14 days.
- 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 normally not later than 7 days prior to the hearing.
- The parents may attend the hearing and be accompanied to the hearing by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If possible, the Panel will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.
- After due consideration of all facts they consider relevant, the Panel will make findings and may make recommendations.
- The Panel will write to the parents informing them of its decision and the reasons for it, normally within 7 days of the hearing. The decision of the Panel will be final. A copy of the Panel's findings and recommendations (if any) will be sent by electronic mail or otherwise given to the parents, and, where relevant, the person complained about as well as the Chair of Governors and the Headteacher.

### **Timeframe for Dealing with Complaints**

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.

Written complaints about the fulfilment of the EYFS requirements will be investigated and the complainant notified of the outcome of the investigation within, and no later than, 28 days of making the complaint.

### **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. Written records will be kept that detail the action taken by the school as a result of those complaints (regardless of whether they are 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 pupil
- 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 33(k) of Schedule 1 to the Education (Independent Schools Standards) Regulations 2014.

Any copies of findings from the panel hearing are available for inspection on the school premises by the Chair and the Headteacher.

Donhead Preparatory School will provide ISI, 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. All records will be held digitally, and password protected for confidentiality purposes and in a place where the secretary of state or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

The Headteacher will report to the Board of Governors each year on the number of formal complaints made and their outcomes.

### EYFS Framework

Parents may complain directly to OFSTED (with a copy to ISI) if they believe the provider is not meeting the EYFS requirements. OFSTED may be contacted on **0300 123 1231**. Open 08:00 to 18:00, Monday to Friday. Alternatively, you can email them at [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk). ISI can be contacted on [concerns@ISI.net](mailto:concerns@ISI.net).

### Contact Details for Complaints & Concerns

Headteacher:

Donhead Preparatory School

33 Edge Hill

London

SW19 4NP

Email: [headteacherpa@donhead.org.uk](mailto:headteacherpa@donhead.org.uk)

The Chair of Governors can be written to c/o the school using the above address and email.

**NUMBER OF Formal Stage 3 COMPLAINTS RECEIVED IN THE LAST ACADEMIC YEAR = 0**

**Member of Staff Responsible: Catherine Hitchcock**

**Date Revised: September 24 subject to full ratification at Autumn Board of Governors meeting.**

**Next Review Date: September 2025**