



## **SS Peter and Paul Catholic Primary School Complaints Information**

### **If you have a concern or complaint**

At SS Peter and Paul we work closely with parents and carers and welcome suggestions for improving our work in school. We recognise that we will not always get it right and if you have a concern or complaint please tell us about it. Be assured that no matter what you are wanting to tell us, our support and respect for you and your child in school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem that happened some time ago.

### **What to do first**

Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. If you have a complaint that you feel should be looked at by the Headteacher in the first instance you can contact him/her straight away if you prefer. It is usually best to discuss the problem face to face. You may need an appointment to do this, and can make one by calling or emailing the school office. You can take a friend or relative to the appointment with you if you would like to.

All staff will make every effort to resolve your problem informally. They will make sure that they understand what you feel went wrong, and they will explain their own actions to you. They will ask what you would like the school to do to put things right. Of course, this does not mean that in every case they will come round to your point of view but it will help both you and the school to understand both sides of the issue. It may also help to prevent a similar problem arising again.

### **What to do next**

If you are not satisfied with the teacher's initial response to your questions or concerns (or with the Headteacher's initial reaction if he/she has already been involved) you can make a complaint to the Headteacher. This should be made in writing.

If your complaint is about an action of the Headteacher personally, then you should refer it to the Chair of Governors. Contact details are available from the school office or on the school website.

You may also find it helpful at this stage to have a copy of the full statement of the school's Complaints Procedures as this explains in detail what procedures are followed. This is also available from the school office or the school website.

The Headteacher will ask to meet you to discuss the problem. Again you may take a friend or someone else with you if you wish. The Headteacher will conduct a full investigation of the complaint and may interview any members of staff or pupils involved. You will receive a written response to your complaint.

### **If you are still unhappy**

The problem will normally be solved before it reaches this stage. However, if you are still not satisfied you may wish to contact the Chair of Governors to ask for a referral of your complaint to a Governors' Complaints Panel. It will then be heard by a group of three governors who have no previous knowledge of the problem and so will be

given a fresh assessment. You will be invited to attend and speak to the panel at a meeting that the Headteacher will also attend. The Complaints Procedures explains how these meetings operate.

**Further action**

Complaints about school problems are almost always settled within schools but in exceptional cases it may be possible to refer the problem to an outside body such as the Local Government Ombudsman. Again there are more details about this in the school Complaints Procedure.