


Plaistow
Primary School
and Children's Centre



Complaints Procedure

This procedure was reviewed by Governors

Signed by:  Chair of Governors

Signed by:  Headteacher

Date: 29th November 2011



INVESTORS IN PEOPLE



LEARNING
COMMUNITY



Healthy School

Policy Ratified by: Full Governing Body

Date Ratified: September 2010

Cycle of review: 2 years

Date of next review: September 2012

Procedure for Dealing with Complaints

If parents have any complaints (we hope they won't) the following procedure should be followed this will ensure that the complaint is dealt with in a speedy and satisfactory way.

Stage 1 - Talk to the teacher

1. First of all make an appointment to see the class teacher, most complaints can be resolved by your child's class teacher. Please do not try to see the teacher during the school teaching day when they are taking or preparing lessons. The class teacher will know your child well and may know the details of any incident about which you may have a concern. If you feel your complaint has not been dealt with, then go to Stage Two.

Stage 2 - Meet the Headteacher

2. This can only happen if you have been through Stage One. However we do recognise that some complaints may go straight to the head teacher because of the nature or seriousness of them.
The school office will arrange an appointment for you to meet with the head teacher or another senior member of staff, who will investigate the complaint. The school will then write or meet with you within five working days of the meeting setting out its response. It is hoped that the decision will satisfy you. However if you cannot accept what the school says, then go to Stage Three.

Stage 3 - Go to the Governors

3. This can only happen if you have been through both Stage One and Stage Two. If you feel that your complaint has not been properly dealt with then you should write to the chair of Governors, Mr Iain Hale with details of your complaint, within ten working days of getting the head teacher's decision. Your letter should be sent via the school office.
A committee of governors will review your complaint. Afterwards, they will write back telling you their decision. This stage should take no more than 15 working days to complete.

At Plaistow we aim to be accessible to parents so that issues of concern can be raised with teachers and other staff in the school before getting to the "complaint stage."