

FRIENDS' SCHOOL LISBURN

Preparatory Department



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Complaints Policy

1. Introduction

We hope that issues can be addressed by talking to relevant staff. Open communication and regular engagement between the school, parents/carers and other stakeholders is vital to nurturing positive relationships within the school community.

1.1. School Information

- Friends' is a school in which each individual is valued as of equal standing before God, and in which a sense of social awareness is encouraged through service to others. Our aim is to provide an environment in which pupils, staff and parents are committed to the idea of excellence within a caring, supportive community.
- Friends' School values the opinion and feedback of parents and carers
- We encourage parents and carers to raise concerns at an early stage so that these can be dealt with before they become a problem.
- Many concerns can be dealt with by the Class Teacher, Head of Department or Head of School, and parents and carers are encouraged to contact the above members of staff if they wish to discuss concerns.

We welcome communication with our staff. Parents and carers can do this by contacting staff as outlined below:

We take all issues seriously and make every effort to resolve matters as quickly as possible.

1.2. Communication

If you feel that concerns raised with staff mentioned above (paragraph 1.1) have not been dealt with satisfactorily, you should contact the following:

For concerns about pastoral or curriculum matters:

Head of Department: Mr S Patterson

Tel: 02892669198 / email: spatterson089@c2kni.net

For all other matters:

The Head of Department, c/o Secretary, Mrs C Boyd

Tel: 02892669198 / email: cboyd164@c2kni.net

If the matter has still not been resolved and you wish to make a complaint, please follow the School Complaints Procedure below.

2. Scope of the Complaints Procedure

A complaint is described as an expression of dissatisfaction with our work.

2.1 Complaints with Established Procedures

Our school Complaints Procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking complaints seriously at the earliest possible stage, it is hoped that they can be resolved quickly and effectively.

Some examples of complaints dealt with:

- Not following school policy
- Communication delays, or lack of communication
- Difficulties in staff/pupil relationships

This procedure should not be used for complaints for which there are existing separate procedures; however, if your complaint relates to the school's failure to administer any of these procedures correctly, then you may complain by means of this procedure.

Exceptions

Some examples of statutory procedures and appeal mechanisms, which are not part of the school's complaints procedure, are listed below. The list is not exhaustive. The Principal or Chair of Governors will advise on the appropriate procedure to use when a complaint is raised.

- Admissions / Expulsions / Exclusion of children from school
- Statutory assessments of Special Educational Needs (SEN)
- School Development Proposals
- Child Protection / Safeguarding
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2.2 Anonymous Complaints

The school will not normally investigate anonymous complaints, unless deemed by the Chairperson of the Board of Governors to be of a very serious nature. The decision of dealing with such complaints will be at the discretion of the Chairperson of the Board of Governors.

3. Aims of the Complaints Procedure

3.1. When dealing with Complaints Friends' School aims to:

- encourage resolution as quickly as possible;
- provide timely responses;
- keep complainants informed of progress;
- ensure a full and fair investigation of your complaint;
- have due regard for the rights and responsibilities of all parties involved;
- respect confidentiality;
- fully address complaints and provide an effective response;
- take appropriate action to rectify the issue and prevent it happening again;
- be responsive to learning from outcomes that will inform and improve practice in school.
- provide a process that is simple to understand and use;
- be impartial;
- be non-adversarial.

3.2. Availability of Procedure

A copy of this Procedure is available on our school's website or is available from the school on request.

4. Complaints Procedure – At a Glance

Stage Three

Write to the Chairperson of Board of Governors

Stage Two

Write to the Principal

Stage One

Write to the Head of Department

4.1. Time Limit

To enable complaints to be resolved, please contact the school as soon as possible. Unless there are exceptional circumstances, complaints will normally only be considered within 6 months of the date of the incident(s) about which you are complaining.

4.2. Stage Two

When making a complaint, contact the Principal who will arrange for the complaint to be investigated. **If the complaint is about the Principal, proceed to Stage Two.** The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

When writing your complaint, please provide clear information and include the following:

- Your name and contact details
- What your complaint is about; please try to be specific
- What you have already done to try to resolve it and
- What you would like the school to do to resolve your complaint

The Principal will normally acknowledge the complaint as soon as possible but within 10 school working days. This will be a short response and you will be sent a copy of, (or a link to) the school's complaints procedure. A final response will normally be made **within 20 school working days** of receipt of the complaint. This response will be issued in writing and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld.

If, for any reason, the consideration of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress. These timeframes may need to be reviewed, for example, if complaints are ongoing during school holiday periods.

If you remain unhappy with the outcome at Stage One, the complaint may be progressed to Stage Two which is overseen by the Board of Governors.

4.3. Stage Three

If your complaint is about the Principal or if the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process. The letter can be left at the school office and marked '*private and confidential*'. The Chairperson will convene a committee to consider the complaint.

In the case of the complaint being about the Principal, this committee will investigate the complaint. 6

Please provide clear information and include the following:

- Reason(s) why you disagree with the stage one findings
- Any aspect in which you think that the school's complaints procedure was not fully followed

The Chairperson of the committee will normally acknowledge the complaint as soon as possible but at least within 10 school working days. A final response will normally be made **within 20 school working days** from date of receipt of the second letter. The response will be issued by the Chairperson of the committee and will indicate, with reasons, whether the complaint has been upheld, partially upheld or not upheld. If, for any reason, the review of a complaint takes longer to complete, complainants will be informed of revised time limits and kept updated on progress. These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

4.4. Northern Ireland Public Services Ombudsman (NIPSO) www.nipso.org.uk

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received a poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the School. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied. Contact details for NIPSO are provided below.

Northern Ireland Public Services Ombudsman

Office of the Northern Ireland
Public Services Ombudsman
Progressive House
33 Wellington Place
Belfast
BT1 6HN

Freepost: FREEPOST NIPSO
Telephone: 02890 233821
Freephone: 0800 34 34 24
Email: nipso@nipso.org.uk
Web: www.nipso.org.uk