



**This policy covers all academies/schools within  
Arden Multi-Academy Trust**

<b>Name of Policy</b>	<b>Complaints Policy</b>	
<b>Lead</b>	Martin Murphy, CEO	
<b>Governor Committee</b>	Business & Personnel Committee	
<b>Policy Status</b>	SMBC Draft	January 2010
	Trustee Approved	12 <sup>th</sup> December 2023
<b>Next Review</b>	Autumn Term 2024	
<b>Version No.</b>	3	
<b>Amendments</b>	September 2021 – Updated to reflect latest guidance.	
	Dec 2020 – Additional detail at Stage 2 included and clarification of independent panel member at Stage 3.	
	SMBC Model Complaints policy adopted following new legislation – DfE Best Practice guidance for school complaints procedure 2019	
	12 <sup>th</sup> October 2020 – some changes to procedure	



This policy should be used in conjunction with the DfE Best Practice guidance for academies complaints procedures.

### **Aims**

Our Trust aims to meet its statutory obligations when responding to complaints at the schools.

When responding to complaints, we aim to:

- *Be impartial and non-adversarial*
- *Facilitate a full and fair investigation by an independent person or panel, where necessary*
- *Address all points at issue and provide an effective and prompt response*
- *Respect complainants with respect and courtesy*
- *Ensure that any decisions we make are lawful, rational, reasonable, fair and proportionate, in line with the principles of administrative law*
- *Keep complainants informed of the progress of the complaints process*
- *Consider how the complaint can feed into school improvement evaluation processes*

We try to resolve concerns or complaints by informal means wherever possible. Where this is not possible formal procedures will be followed.

The Trust will aim to give the complainant the opportunity to complete the complaints procedure in full.

### **Who can make a complaint?**

This complaints procedure is not limited to parents or carers of children that are registered at the schools within Arden Multi-Academy Trust. Any person, including members of the public, may make a complaint to the schools about any provision of facilities or services that we provide unless complaints are dealt with under separate statutory procedures.

The difference between a concern and a complaint:

A concern may be defined as *'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'*.

A complaint may be defined as *'an expression of dissatisfaction however made, about actions taken or a lack of action'*.

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. Arden Multi-Academy Trust takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

We understand however that there are occasions when people would like to raise their concerns formally. In this case, the school will attempt to resolve the issue internally, through the stages outlined within this complaints procedure.

### **How to raise a concern or make a complaint**

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf of a complainant, as long as they have appropriate consent to do so.

Concerns should be raised with either the class teacher, form tutor, pastoral leader or head of year. If the issue remains unresolved, the next step is to make a formal complaint.

Complainants should not approach individual governors to raise concerns or complaints. Governors have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 2 of the procedure.

Complaints against school staff (except the Associate Headteacher) should be made in the first instance, to the Associate Headteacher via the school office. Please mark them as Private and Confidential.

Complaints that involve or are about the Associate Headteacher should be addressed to Mr D Burgess, Executive Headteacher, and sent to Mrs V Large (the Clerk to the Trust) via the school office. Please mark them as Private and Confidential.

Complaints about the Chair of governors, any individual governor or the whole Governing Body should be addressed to Mrs V Large (the Clerk to the Trust) via the school office. Please mark them as Private and Confidential.

For ease of use, a template complaint form is included at the end of this policy. If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you.

In accordance with equality law, we will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

### **Anonymous complaints**

We will not normally investigate anonymous complaints. However, the Associate Headteacher or Chair of governors, if appropriate, will determine whether the complaint warrants an investigation.

### **Time scales**

You must raise the complaint within three months of the incident or, where a series of associated incidents have occurred, within three months of the last of these incidents. We will consider complaints made outside of this timeframe if exceptional circumstances apply.

### **Complaints received outside of term time**

We will consider complaints made outside of term time to have been received on the first school day after the holiday period.

## **Record keeping**

The school/academy will record the progress of all complaints, including information about findings, recommendations and actions taken at all stages, the stages at which the complaint was resolved, and the final outcome. The records will also include copies of letters and emails, and notes relating to meetings and phone calls.

These records will be available for inspection on the school premises by the proprietor and the Associate Headteacher, as will any actions taken by the school/academy as a result of any complaint (regardless of whether the complaint is upheld).

The material will be treated as confidential and held centrally, and will be viewed only by those involved in investigating the complaint or on the review panel.

This is except where the Secretary of State (or someone acting on their behalf) or the complainant requests access to records of a complaint through a Freedom of Information (FOI) request or through a subject access request under the terms of the Data Protection Act, or where the material must be made available during a school inspection.

Records of complaints will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and record retention policy.

The detail of the complaint, including the names of individuals involved, will not be shared with the whole Governing/Trust Board in case a review panel needs to be organised at a later point.

Where the Governing/Trust Board is aware of the substance of the complaint before the review panel stage, the school/academy will, where reasonably practicable, arrange for an independent panel to hear the complaint.

Complainants also have the right to request an independent panel if they believe there is likely to be bias in the proceedings. The decision to approve this request is made by the Governing/Trust Board, who will not unreasonably withhold consent.

## **Withdrawal of a complaint**

If a complainant wants to withdraw their complaint, they will be asked to do so in writing.

## **Resolving complaints**

At each stage in the procedure the school wants to resolve the complaint. If appropriate, we will acknowledge that the complaint is upheld in whole or in part. In addition, we may offer one or more of the following:

- An explanation
- An admission that the situation could have been handled differently or better
- An assurance that we will try to ensure the event complained of will not recur
- An explanation of the steps that have been or will be taken to help ensure that it will not happen again and an indication of the timescales within which any changes will be made
- An undertaking to review school policies in light of the complaint
- An apology

### **Withdrawal of a complaint**

If a complainant wants to withdraw their complaint, we will ask them to confirm this in writing.

### **Managing serial and unreasonable complaints**

Arden Multi-Academy Trust is committed to dealing with all complaints fairly and impartially and to providing a high quality service to those who complain. We will not normally limit the contact complainants have with our school. However, we do not expect our staff to tolerate unacceptable behaviour and will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

The Trust defines unreasonable behaviour as that which hinders our consideration of complaints because of the frequency or nature of the complainant's contact with the school, such as, if the complainant:

- Refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance;
- Refuses to co-operate with the complaints investigation process;
- Refuses to accept that certain issues are not within the scope of the complaints procedure;
- Insists on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice;
- Introduces trivial or irrelevant information which they expect to be taken into account and commented on;
- Raises large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales;
- Makes unjustified complaints about staff who are trying to deal with the issues, and seeks to have them replaced;
- Changes the basis of the complaint as the investigation proceeds;
- Repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed);
- Refuses to accept the findings of the investigation into that complaint where the school's complaint procedure has been fully and properly implemented and completed including referral to the Department for Education;
- Seeks an unrealistic outcome;
- Makes excessive demands on school time by frequent, lengthy and complicated contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with;
- Uses threats to intimidate;
- Uses abusive, offensive or discriminatory language or violence;
- Knowingly provides falsified information;
- Publishes unacceptable information on social media or other public forums.

Complainants should try to limit their communication with the school that relates to their complaint, while the complaint is being progressed. It is not helpful if repeated correspondence is sent (either by letter, phone, email or text), as it could delay the outcome being reached.

Whenever possible, the Associate Headteacher or Chair of Governors will discuss any concerns with the complainant informally before applying an '*unreasonable*' marking.

If the behaviour continues, the Associate Headteacher will write to the complainant explaining that their behaviour is unreasonable and ask them to change it. For complainants who excessively contact the Trust causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This will be reviewed after six months.

In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from school.

### Scope of this complaints procedure

This procedure covers all complaints about any provision of community facilities or services by Arden Multi-Academy Trust, other than complaints that are dealt with under other statutory procedures, including those listed below.

<b>Exceptions</b>	<b>Who to contact</b>
<ul style="list-style-type: none"> <li>• Admissions to schools/academies</li> <li>• Statutory assessments of Special educational needs</li> <li>• School/academy re-organisation proposals</li> </ul>	<p>Concerns about admissions, statutory assessments of special educational needs, or school re-organisation proposals should be raised with the local authority.</p>
<ul style="list-style-type: none"> <li>• Matters likely to require a child protection investigation</li> </ul>	<p>Complaints about child protection matters are handled under our Child Protection and Safeguarding Policy and in accordance with relevant statutory guidance.</p> <p>If you have serious concerns, you may wish to contact the local authority designated officer (LADO) who has local responsibility for safeguarding or the Multi-Agency Safeguarding Hub (MASH). Solihull LADO <a href="http://solihullscb.proceduresonline.com/chapters/p_lado_contacts.html">http://solihullscb.proceduresonline.com/chapters/p_lado_contacts.html</a></p>
<ul style="list-style-type: none"> <li>• Exclusion of children from school*</li> </ul>	<p>Further information about raising concerns about exclusion can be found at: <a href="http://www.gov.uk/school-discipline-exclusions/exclusions">www.gov.uk/school-discipline-exclusions/exclusions</a>.</p> <p><i>*complaints about the application of the behaviour policy can be made through the school/academy's complaints procedure.</i></p>
<ul style="list-style-type: none"> <li>• Whistleblowing</li> </ul>	<p>The AMAT has an internal whistleblowing procedure for all our employees, including temporary staff and contractors.</p> <p>Volunteer staff who have concerns about a school/academy should complain through the school/academy's complaints procedure.</p>
<ul style="list-style-type: none"> <li>• Staff grievances</li> </ul>	<p>Complaints from staff will be dealt with under the school/academy's internal grievance procedures.</p>
<ul style="list-style-type: none"> <li>• Staff conduct</li> </ul>	<p>Complaints about staff will be dealt with under the school/academy's internal disciplinary procedures, if appropriate.</p> <p>Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.</p>

<ul style="list-style-type: none"> <li>Complaints about services provided by other providers who may use school premises or facilities</li> </ul>	Providers should have their own complaints procedure to deal with complaints about service. Please contact them directly.
<ul style="list-style-type: none"> <li>National Curriculum - content</li> </ul>	Please contact the Department for Education at: <a href="http://www.education.gov.uk/contactus">www.education.gov.uk/contactus</a>
<ul style="list-style-type: none"> <li>Teacher Assessed Grades</li> </ul>	All schools will be responsible for implementing the JCQ (Joint Council for Qualifications) guidance. For further information on the appeals process please see <a href="https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf">https://www.jcq.org.uk/wp-content/uploads/2021/03/JCQ-Guidance-for-Students-and-Parents-on-Summer-2021.pdf</a>

If other bodies are investigating aspects of the complaint, for example the police, local authority (LA) safeguarding teams or tribunals, this may impact on our ability to adhere to the timescales within this procedure or result in the procedure being suspended until those public bodies have completed their investigations.

If a complainant commences legal action against Arden Multi-Academy Trust in relation to their complaint, we will consider whether to suspend the complaints procedure in relation to their complaint until those legal proceedings have concluded.

## Roles and responsibilities

### Complainant

The complainant will receive a more effective response to the complaint if they:

- Explain the complaint in full as early as possible;
- Cooperate with the school in seeking a solution to the complaint;
- Respond promptly to requests for information or meetings or in agreeing the details of the complaint;
- Ask for assistance as needed;
- Treat all those involved in the complaint with respect;
- Refrain from publicising the details of their complaint on social media and respect confidentiality.

### Investigator

The investigator's role is to establish the facts relevant to the complaint by:

- Providing a comprehensive, open, transparent and fair consideration of the complaint through:
  - Sensitive and thorough interviewing of the complainant to establish what has happened and who has been involved;



- interviewing staff and children/young people and other people relevant to the complaint;
  - consideration of records and other relevant information;
  - analysing information.
- Liaising with the complainant and the complaints coordinator as appropriate to clarify what the complainant feels would put things right.

#### **The investigator should:**

- Conduct interviews with an open mind and be prepared to persist in the questioning;
- Keep notes of interviews or arrange for an independent note taker to record minutes of the meeting;
- Ensure that any papers produced during the investigation are kept securely pending any appeal;
- Be mindful of the timescales to respond;
- Prepare a comprehensive report for the Associate Headteacher or complaints committee that sets out the facts, identifies solutions and recommends courses of action to resolve problems.

The Associate Headteacher or complaints committee will then determine whether to uphold or dismiss the complaint and communicate that decision to the complainant, providing the appropriate escalation details.

**Complaints coordinator** (this could be the Associate Headteacher/designated complaints governor or other staff member providing administrative support)

The complaints coordinator should:

- Ensure that the complainant is fully updated at each stage of the procedure;
- Liaise with staff members, Associate Headteacher, Chair of Governors, Clerk and LAs (if appropriate) to ensure the smooth running of the complaints procedure;
- Be aware of issues regarding:
  - Sharing third party information;
  - Additional support - this may be needed by complainants when making a complaint including interpretation support or where the complainant is a child or young person.
- Keep records.

#### **Clerk to the Trust**

The Clerk is the contact point for the complainant and the committee and should:

- Ensure that all people involved in the complaint procedure are aware of their legal rights and duties, including any under legislation relating to school complaints, education law, the Equality Act 2010, the Freedom of Information Act 2000, the Data Protection Act (DPA) 2018 and the General Data Protection Regulations (GDPR);
- Set the date, time and venue of the meeting, ensuring that the dates are convenient to all parties (if they are invited to attend) and that the venue and proceedings are accessible;
- Collate any written material relevant to the complaint (for example; stage 1 paperwork, school and

complainant submissions) and send it to the parties in advance of the meeting within an agreed timescale;

- Record the proceedings;
- Circulate the minutes of the meeting;
- Notify all parties of the committee's decision.

### **Committee Chair**

The committee's Chair, who is nominated in advance of the complaint meeting, should ensure that:

- Both parties are asked (via the Clerk) to provide any additional information relating to the complaint by a specified date in advance of the meeting;
- The meeting is conducted in an informal manner, is not adversarial, and that, if all parties are invited to attend, everyone is treated with respect and courtesy;
- Complainants who may not be used to speaking at such a meeting are put at ease. This is particularly important if the complainant is a child/young person;
- The remit of the committee is explained to the complainant;
- Written material is seen by everyone in attendance, provided it does not breach confidentiality or any individual's rights to privacy under the DPA 2018 or GDPR.

If a new issue arises it would be useful to give everyone the opportunity to consider and comment upon it - this may require a short adjournment of the meeting;

- Both the complainant and the school are given the opportunity to make their case and seek clarity, either through written submissions ahead of the meeting or verbally in the meeting itself;
- The issues are addressed;
- Key findings of fact are made;
- The committee is open-minded and acts independently;
- No member of the committee has an external interest in the outcome of the proceedings or any involvement in an earlier stage of the procedure;
- The meeting is minuted;
- They liaise with the Clerk (and complaints co-ordinator, if the school has one).

### **Committee Member**

Committee members should be aware that:

- The meeting must be independent and impartial, and should be seen to be so - no governor may sit on the committee if they have had a prior involvement in the complaint or in the circumstances surrounding it;
- The aim of the meeting should be to resolve the complaint and achieve reconciliation between the school/academy and the complainant;

- We recognise that the complainant might not be satisfied with the outcome if the meeting does not find in their favour. It may only be possible to establish the facts and make recommendations;
- Many complainants will feel nervous and inhibited in a formal setting - parents/carers often feel emotional when discussing an issue that affects their child;
- Extra care needs to be taken when the complainant is a child/young person and present during all or part of the meeting;
- Careful consideration of the atmosphere and proceedings should ensure that the child/young person does not feel intimidated;
- The committee should respect the views of the child/young person and give them equal consideration to those of adults;
- If the child/young person is the complainant, the committee should ask in advance if any support is needed to help them present their complaint. Where the child/young person's parent/carer is the complainant, the committee should give the parent/carer the opportunity to say which parts of the meeting, if any, the child/young person needs to attend;
- However, the parent/carer should be advised that agreement might not always be possible if the parent/carer wishes the child/young person to attend a part of the meeting that the committee considers is not in the child/young person's best interests;
- The welfare of the child/young person is paramount.

### **Informal Stage**

Concerns can be raised with the school/academy at any time and will often generate a prompt/reasonable response, which will resolve the concern. Apart from the school's normal parent/carer consultation evenings or other arranged meetings with specific staff, the school requests that parents/carers make their first contact with the child's form tutor or Head of Year.

On some occasions, the concern raised may require investigation, or discussion with others, in which case there will be an informal but informed response. This may include escalation or referral to another member of staff as delegated by the Associate Headteacher. It is anticipated that the vast majority of concerns will be satisfactorily dealt with in this way. If this is not possible, the procedure will continue as follows:

### **Stage 1**

Formal complaints must be made to the Associate Headteacher (unless they are about the Associate Headteacher), via the school office. This must be done in writing (preferably on the Complaint Form).

The Associate Headteacher will record the date the complaint is received and will acknowledge receipt of the complaint in writing (either by letter or email) within 5 school working days.

Within this response, the Associate Headteacher will seek to clarify the nature of the complaint, ask what remains unresolved and what outcome the complainant would like to see. The Associate Headteacher can consider whether a face-to-face meeting is the most appropriate way of doing this.

*Note: The Associate Headteacher may delegate the investigation to another member of the school/academy's senior leadership team but not the decision to be taken.*

During the investigation, the Associate Headteacher (or investigator) will:

- If necessary, interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish;
- Keep a written record of any meetings/interviews in relation to their investigation.

At the conclusion of their investigation, the Associate Headteacher will provide a formal written response within 10 school working days of the date of receipt of the complaint.

If the Associate Headteacher is unable to meet this deadline, they will provide the complainant with an update and revised response date.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions the school/academy will take to resolve the complaint.

The Associate Headteacher will advise the complainant of how to escalate their complaint should they remain dissatisfied with the outcome of Stage 1.

If the complaint is about the Associate Headteacher the Executive Headteacher will be appointed to complete all actions at Stage 1.

If the complaint is about the Chair of the Governing Body, or a member of the Governing Body (including the Chair or Vice-Chair)/Trust Board, a suitably skilled governor/trustee will be appointed to complete all the actions at Stage 1.

If the complaint is:

- Jointly about the Chair and Vice Chair;
- The entire Governing Body; or
- The majority of the Governing Body;

Then Stage 1 will be considered by an independent investigator appointed by the Governing Body.

At the conclusion of their investigation, the independent investigator will provide a formal written response.

Complaints about the Associate Headteacher or member of the Governing Body must be sent to Mrs V Large (the Clerk to the Trust), via the school office.

## **Stage 2**

If the complainant is dissatisfied with the outcome at Stage 1 and wishes to take the matter further, they can escalate the complaint to Stage 2 – a meeting with the Executive Headteacher, where both the complainant and the school/staff members are invited to attend and present their case. In the event that the Executive

Headteacher has already been involved in the complaint, this same process will be followed but the Executive Headteacher will be replaced by the Chief Executive Officer.

If the complaint is:

- Jointly about the Chair and Vice Chair;
- The entire Governing Body; or
- The majority of the Governing Body;

Then Stage 2 will be heard by the Chief Executive Officer.

A request to escalate to Stage 2 must be made to Mrs V Large (the Clerk to the Trust), via the school office, within 10 school working days of receipt of the Stage 1 response.

Requests received outside of this timeframe will only be considered if exceptional circumstances apply.

The Clerk will record the date the complaint is received and acknowledge receipt of the complaint in writing (either by letter or email) within 5 school working days.

The Clerk will write to the complainant to inform them of the date of the meeting. They will aim to convene a meeting within 20 school working days of receipt of the Stage 2 request. If this is not possible, the Clerk will provide an anticipated date and keep the complainant informed.

If the complainant rejects the offer of three proposed dates, without good reason, the Clerk will decide when to hold the meeting. It will then proceed in the complainant's absence on the basis of written submissions from both parties.

At least 10 school days before the meeting, the Clerk will:

- Confirm and notify the complainant of the date, time and venue of the meeting, ensuring that, if the complainant is invited, the dates are convenient to all parties and that the venue and proceedings are accessible;
- Request copies of any further written material to be submitted at least 5 school working days before the meeting.

Any written material will be circulated to all parties 5 school days before the date of the meeting. The committee will not normally accept, as evidence, recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.

New complaints or any evidence unrelated to the initial complaint will not be dealt with at this stage. New complaints must be dealt with from Stage 1 of the procedure.

The meeting will be held in private. Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place. Consent will be recorded in any minutes taken.

The Executive Headteacher will consider the complaint and all the evidence presented. The Executive Headteacher can:

- Uphold the complaint in whole or in part;
- Dismiss the complaint in whole or in part.

If the complaint is upheld in whole or in part, the Executive Headteacher will:

- Decide on the appropriate action to be taken to resolve the complaint;
- Where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future.

The complainant and the school will be provided with a full explanation of their decision and the reason(s) for it, in writing, within 10 school days.

The letter to the complainant will include details of how to proceed to Stage 3 of the Complaints Policy.

### **Stage 3**

If the complainant is dissatisfied with the outcome at Stage 2 and wishes to take the matter further, they can escalate the complaint to Stage 3 – a meeting with members of the Governing Body's/trustees complaints committee, which will be formed of the first three, impartial, governors/trustees available. The panel must consist of an independent panel member who must not be a member, trustee or employee of the school. This should not be anyone who has a clear connection with the school (for example, a solicitor who routinely handles legal matters for the school). It may, however, be a governor from a local governing body at a different school within the MAT who has no conflict of interest or prior knowledge of the complaint. Alternatively, an entirely independent committee may be convened to hear the complaint at Stage 3.

This is the final stage of the complaints procedure.

If the complaint is:

- Jointly about the Chair and Vice Chair;
- The entire Governing Body; or
- The majority of the Governing Body;

Then Stage 3 will be heard by a panel of three including one independent panel member.

A request to escalate to Stage 3 must be made to Mrs V Large (the Clerk to the Trust), via the school office, within 10 school working days of receipt of the Stage 2 response.

Requests received outside of this timeframe will only be considered if exceptional circumstances apply.

The Clerk will record the date the complaint is received and acknowledge receipt of the complaint in writing (either by letter or email) within 5 school working days.

The Clerk will write to the complainant to inform them of the date of the meeting. They will aim to convene a meeting within 20 school working days of receipt of the Stage 2 request. If this is not possible, the Clerk will provide an anticipated date and keep the complainant informed.

If the complainant rejects the offer of three proposed dates, without good reason, the Clerk will decide when to hold the meeting. It will then proceed in the complainant's absence on the basis of written submissions from both parties.

Prior to the meeting, the panel will decide amongst themselves who will act as the Chair of the Complaints Committee.

The complainant will be invited to bring someone along to the meeting to provide support if they wish. This can be a relative or friend. Generally, we do not encourage either party to bring legal representatives to the panel hearing.

Representatives from the media are not permitted to attend.

At least 10 school days before the meeting, the Clerk will:

- Confirm and notify the complainant of the date, time and venue of the meeting, ensuring that, if the complainant is invited, the dates are convenient to all parties and that the venue and proceedings are accessible;
- Request copies of any further written material to be submitted to the committee at least 5 school working days before the meeting.

Any written material will be circulated to all parties 5 school days before the date of the meeting. The committee will not normally accept, as evidence, recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.

The panel will also not review any new complaints at this stage or consider evidence unrelated to the initial complaint to be included. New complaints must be dealt with from Stage 1 of the procedure.

The meeting will be held in private. Electronic recordings of meetings or conversations are not normally permitted unless a complainant's own disability or special needs require it. Prior knowledge and consent of all parties attending must be sought before meetings or conversations take place. Consent will be recorded in any minutes taken.

The panel will consider the complaint and all the evidence presented. The panel can:

- Uphold the complaint in whole or in part;
- Dismiss the complaint in whole or in part.

If the complaint is upheld in whole or in part, the panel will:

- Decide on the appropriate action to be taken to resolve the complaint;
- Where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future.

Written records will be kept of all the panel's findings, actions and recommendations, including any actions taken by the school/academy as a result of any complaint (regardless of whether the complaint is upheld), and these will be available for inspection on the school premises by the proprietor and the Associate Headteacher.

The Chair of the panel will provide the complainant and, where relevant, the person complained about with

a full explanation of their decision, the conclusion, and the reason(s) for it, in writing, within 10 school days.

Copies of the minutes will be issued to the complainant.

The letter to the complainant will include details of how to contact the ESFA if they are dissatisfied with the way their complaint has been handled by the school/academy.

The response will detail any actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions the school/academy/trust will take to resolve the complaint.

The response will also advise the complainant of how to escalate their complaint should they remain dissatisfied.

**Next steps**

If the complainant is unsatisfied with the outcome of the school’s complaints procedure, they can refer their complaint to the Education and Skills Funding Agency (ESFA).

<https://www.gov.uk/government/organisations/education-and-skills-funding-agency/about/complaints-procedure>

The ESFA will check whether the complaint has been dealt with properly by the school. The ESFA will not overturn a school/academy’s decision about a complaint. However, it will look into:

- Whether there was undue delay, or the school did not comply with its own complaints procedure;
- Whether the school/academy was in breach of its funding agreement with the Secretary of State;
- Whether the school/academy has failed to comply with any other legal obligation.

**Complaint form**

Please complete and return to Mrs V Large, Clerk to the Trust on the school email address or via Arden Multi-Academy Trust, Station Road, Knowle, Solihull, B93 0PT who will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>
<b>Pupil’s name (if relevant):</b>
<b>Your relationship to the pupil (if relevant):</b>
<b>Address:</b>



**Postcode:**

**Day time telephone number:**

**Evening telephone number:**

***Please give details of your complaint, including whether you have spoken to anybody at the school about it.***

***What actions do you feel might resolve the problem at this stage?***

***Are you attaching any paperwork? If so, please give details.***

**Signature:**

**Date:**

**Official use**

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**

