



HILL HOUSE SCHOOL

Complaints Procedure

Introduction

It is the School's policy to ensure that parents with a grievance relating to their child's education can use a procedure that can help to resolve problems as quickly and fairly as possible. This procedure applies to all areas of the school, including Early Years Foundation Stage.

This policy is available to parents (via the Parent Handbook) and prospective parents (via the Prospectus)

Stage 1 (Informal)

If a parent has a grievance they should discuss it initially with the relevant Teacher, Tutor, Head of Department, Housemaster/Mistress or Senior Manager. We hope that the majority of concerns will be resolved in this way. Such concerns will normally be dealt with within one week.

Stage 2 (Formal)

If the problem remains unresolved, parents will be invited to write to the Headmaster about the complaint. He will then arrange a formal meeting normally within 10 days to discuss the complaint and parents may be accompanied by a person of their choice, if they so wish. Following this meeting, the Headmaster will give a written response normally within 10 working days. Complaints concerning EYFS will be dealt with within 28 days.

Stage 3 (Panel)

If, having completed the above stages, the problem remains unresolved, parents may approach the Governors in writing via the School Office. If the complaint is against the Headmaster, parents should make their complaint directly to the Governors in writing via the School Office.

The Chairman (or Deputy) will then convene a Complaints' Hearing. This will take place normally within the next 14 days, and constitute a panel of 3 persons, at least one of whom will be independent of the management and

running of the school. None of the panel will be involved in the issues specific to the complaint. Parents may attend the hearing, and be accompanied if they so wish.

The Complaints' Panel will make findings and recommendations, which will be given in writing to the parents, Headmaster, and, if applicable, the member of staff about whom the complaint has been made. This will normally be done within 10 days of the Hearing. The Governors' decision is final.

Record Keeping

A record of complaints is kept for at least 3 years, including details of at which stage a complaint was resolved.

All meetings will be documented. A written record of all Complaints' Panel Hearings and Recommendations will be kept by the Headmaster and be available at school to the complainant.

All correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 162A of the 2002 Act, as amended, requests access to them. The record of complaints in EYFS will be made available to OFSTED and ISI on request.

Other Bodies

Parent can also contact OFSTED (Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA) or the Independent Schools Inspectorate (CAP House, 9 - 12 Long Lane, London EC1A 9HA, Telephone 020 7600 0100) to make a complaint.

1/9/18