



PARENTAL

COMPLAINTS

PROCEDURE

Amended November 2017

THE COMPLAINTS PROCEDURE

CONTENTS

Page No

1	Foreword
2	Aims of Complaints Procedure
3	School Complaints Procedure – at a glance
	Scope of Complaints Procedure
	What to expect under this Procedure
	Making a Complaint

Vision Statement:

In our school:

'We work together, We play together, We pray together.'

Mission Statement

In St Patrick's we aim to provide an education rooted in the Catholic Faith that helps everyone reach their full potential. We endeavour to provide our pupils with the opportunity to obtain the skills necessary for their futures. We will provide them with a safe, caring and happy school in which they are all valued as individuals and where their academic, emotional, physical and spiritual needs are nurtured in a family atmosphere.

Aims:

- A broad and balanced curriculum which will provide learning opportunities for each young person to develop as:
 1. an individual
 2. a contributor to society; and
 3. a contributor to the economy and the environment.
- An awareness of his/her own talents, skills and abilities
- A lively and enquiring mind, the ability to question and make informed decisions
- A love of learning, a knowledge of how to learn and the motivation to produce his/her best
- Effective communication between all members of the school community
- An awareness of the immediate environment and an attitude which leads to self-discipline, independence, courtesy, good manners and respect for everyone
-
- A knowledge and understanding of the wider world in which we live, of the interdependence of individuals, groups and nations and a tolerance of other religions and ways of life.

The staff, pupils, parents and governors are fully committed to the aims of St Patrick's and have a strong sense of loyalty to the school. Parents and staff work well together in partnership in the children's education. Parents are welcome in school and are given clear information about their children's progress, the school's curriculum and the day-to-day organisation of the school. Parents' views are taken into account in the School Development Plan.

If you have any issues please talk to the teacher as soon as possible. Concerns about matters other than in the classroom should be raised with the Principal. We take all concerns seriously and make every effort to resolve matters as quickly as possible.

AIMS

When dealing with complaints the school will;

- Encourage resolution to all concerns as quickly as possible
- Provide timely responses to concerns and complaints
- Keep you informed of progress
- Ensure a full and fair investigation of your complaint where appropriate
- 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 where appropriate
- Be responsive to learning from outcomes which will inform and improve practice within the school.

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

COMPLAINTS PROCEDURE – At a glance



Time Limit

Please contact the school as soon as possible, unless there are exceptional circumstances, complaints will normally only be considered within 6 months of origin of the complaint to the school.

Stage One

When making a complaint, contact the school Principal, *proceed to Stage Two*. The school requires complaints to be in writing, where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process. (*see guidance notes for further information*)

Please provide as much information as possible including;

- Name and contact details
- What the complaint is about
- What has already been done to try to resolve it and
- What you would like the school to do to resolve the complaint

The complaint will normally be acknowledged with 5 school working days and a response normally within 20 working school days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld,

partially upheld or not upheld.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2 which is overseen by the Board of Governors.

Stage Two

If the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors (care of the school and marked *'private and confidential'*). Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process. The Chairperson will convene a committee to review the complaint. Please provide as much detail as possible as indicated above.

The complaint will normally be acknowledged within 5 school working days and a final response normally made within 20 school working days from receipt of the complaint. The response will be issued in writing by the Chairperson of the committee.

These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.

Northern Ireland Public Service Ombudsman (NIPSO)

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 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:

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: 02890233821
Freephone: 0800343424

Email: nipso@nipso.org.uk
Web: www.nipso.org.uk

1. SCOPE OF COMPLAINTS PROCEDURE

1.1 The Complaints procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking concerns raised seriously at the earliest possible stage, it is hoped that issues can be resolved quickly and effectively.

Some examples of complaints dealt with;

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

1.2 Complaints with separate established procedures

Some examples of statutory procedures and appeal mechanisms are listed below. The list is not exhaustive. The Principal/Chair of Governors will advise on the appropriate procedure to use when the complaint is raised.

Matters may still be referred to NIPSO, if it is felt that maladministration has occurred.

Exceptions	Contact
<ul style="list-style-type: none">• Admissions/Expulsions/Exclusion of children from school	Contact www.eani.org.uk Director of Operations & Estates Sara long
<ul style="list-style-type: none">• Statutory assessment of Special Educational Needs (SEN)	Contact www.eani.org.uk Director of Children & Young People's services Dr Clare Mangan
<ul style="list-style-type: none">• School Development Proposals	Contact www.eani.org.org.uk Director of Education John Collings
<ul style="list-style-type: none">• Child Protection/safeguarding	Contact www.eani.org.uk Director of Children & Young People's services Dr Clare Mangan

1.3 The school will not normally investigate anonymous complaints, unless deemed by the Chairperson of the Board of Governors to be of a serious nature. The decision of whether to deal with such complaints will be at the discretion of the Board of Governors. (*see guidance notes for further information*)

2. WHAT TO EXPECT UNDER THIS PROCEDURE

2.1 Your rights as a person making a complaint

In dealing with complaint we will ensure:

- fair treatment;
- courtesy;
- a timely response;
- accurate advice;
- respect for your privacy – complaints will be treated as confidentially as possible allowing for the possibility of consultation with other appropriate parties about the complaint; and
- clear reasons for decisions.

Where the complaint is upheld we will acknowledge this and address the complaint you have raised. If, after investigation, it is judged there are no grounds for your complaint, you will be advised accordingly.

2.2 Your responsibilities as a person making a complaint

In making a complaint it is important to:

- raise issues in a timely manner;
- treat our staff with respect and courtesy;
- provide accurate and concise information in relation to the issues raised; and
- use these procedures fully and engage with them at the appropriate levels.

2.3 Rights of parties involved during the investigation

Where a meeting is arranged the complainant may be accompanied but not represented by another person.

This procedure does not take away from the statutory rights of any of the participants.

2.4 Timeframes

Where concerns are raised with the relevant teacher or principal, a response will normally be provided during the meeting or within an agreed timeframe.

Stage 1 – Normally acknowledge within 5 school working days, response normally within 20 school working days.

Stage 2 – Normally acknowledge within 5 school working days, response normally within 20 school working days.

If, for any reason, the review 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 if complaints are ongoing during school holiday periods.)

2.5 Equality

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 the complainant with this process.

2.6 Unreasonable Complaints

The school is committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain. There will be occasions when, despite all stages of the complaints procedure having been completed and the complaint having been reviewed by the Ombudsman, the complainant remains dissatisfied. If they try to re-open the same issue, the Chair of Governors will inform them that the procedure has been completed and that the matter is now closed. If the complainant repeatedly continues to contact the school with the same issue it may choose not to respond.

A full set of guidance materials to support this procedure is currently being developed. It will be helpful to consult this to understand the scope of the complaints procedure.

Signed:

Mr P Bohill _____

(Chair of Board of Governors)

Mr M McGrath _____

(Principal)

Date: