



Wychwood School  
OXFORD

## Complaints Procedure

### Author: SWD, AKJ

### Last Reviewed: June 2022

### Date of Next Review: June 2024

#### Introduction

*ISSRs  
Part 7,  
400,  
402-  
407,  
410 413  
414  
NMS  
18.1*

Wychwood School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. On-going dialogue between the School and parents is seen as an integral part of their joint responsibility for the education - in its broadest sense - of our pupils. It is hoped that such dialogue will enable any concerns to be dealt with promptly and effectively and preclude the need for a parent to initiate a formal complaint. Initially expressing a concern or complaint by e-mail is not regarded as expressing a wish for the formal complaints procedure to be implemented. Where parents do have a concern or a formal complaint, they can expect it to be treated by the School in accordance with this procedure. Exclusions are not covered by the Complaints Procedure - details of the handling of exclusion from Wychwood can be found in the Behaviour and Discipline Policy, Appendix on Exclusion and Removal.

*Part 7,  
401  
NMS  
18.2*

The Complaints Procedure is available to parents of current and prospective pupils and staff. It is available to download from the website or a hard copy may be requested from the school office. In the New Girls' Pack boarders and parents are informed how they can express concerns to the School or contact Ofsted regarding any complaints they may have concerning boarding welfare. Parents can be assured that all concerns and complaints will be treated seriously and confidentially. The School is here for the children and neither parents nor pupils will be penalised for making a complaint in good faith.

#### Stage 1 - Informal Resolution

- Part 7,  
401*
- It is hoped that most complaints and concerns will be resolved quickly and informally
  - If parents have a complaint they should normally contact a relevant teacher e.g. form teacher, progress tutor or subject teacher. In many cases, the matter will be resolved straightaway by this means to the parents' satisfaction. If the relevant teacher cannot resolve the matter alone, it may be necessary for him/her to consult the Deputy Head or the Head.
  - Complaints made directly to the Deputy Head or the Head will usually be referred to the relevant teacher unless the Deputy Head or Head deems it appropriate for him/her to deal with the matter personally.
  - In term time the relevant teacher will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within 7 working days or in the event that the teacher and the parent fail to reach a satisfactory resolution then parents will be advised that they may proceed with their complaint in accordance with stage 2 of this procedure, within 7 working days after the date of such advice. Outside term time the relevant teacher will make such records within 7 working days of the date of receipt of the concern or complaint.
- Part 7,  
408-  
409*

## Stage 2 - Formal Resolution

Part 7,  
410, 412,  
414

- If the complaint cannot be resolved on an informal basis, then the parents may put their complaint in writing to the Head explaining their dissatisfaction. The Head will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Head will speak to the parents concerned, within 3 working days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.
- It may be necessary for the Head to carry out further investigations.
- The Head will keep written records of all meetings and interviews held in relation to the complaint.
- Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his/her decision. This will take place within 28 working days following the delivery of the complaint to the Head under stage 2.
- If the complaint is against the Head, the Chairman of Governors will call for a full report from the Head and for all the relevant documents. The Chairman may also call for a briefing from members of staff, and will, in most cases, speak to or meet with the parents to discuss the matter further. Once the Chairman is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of the decision in writing. The Chairman will give reasons for his/her decision. This will take place within 28 working days.
- If parents are still not satisfied with the decision, they may proceed to Stage 3 of this procedure, within 7 working days after the date of the decision.

## Stage 3 - Panel Hearing

Part 7, 410  
-412, 414

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the person who has been appointed by the Governors to call hearings of the Complaints Panel, known as the Convenor. The responsibilities of the Convenor may be delegated to the Head if s/he is not directly involved in the matters detailed in the complaint.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the school. The Chairman or Vice Chairman of the Board of Governors will appoint each of the Panel members. This duty may be delegated to the Head. The Convenor, on behalf of the Panel, will then acknowledge the complaint and schedule a Hearing to take place as soon as practicable but within 28 working days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the Hearing. Copies of such particulars shall be supplied to all parties not later than 7 days prior to the Hearing.
- The parents may attend the Hearing and one other person may accompany the parents to the Hearing. This may be a relative, teacher or friend. Legal representation will not be appropriate either for the School or the complainant.
- If possible, the Panel will resolve the parental complaint immediately without the need for further investigation.
- Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all of the facts they consider relevant, the Panel will reach a decision and make recommendations, which it shall complete within 7 working days of the Hearing. The Panel will write to the parents informing them of its decision, resulting actions and the reasons for it. The decision of the Panel will be final. The Panel's findings, and, if any, recommendations will be sent by electronic

mail or otherwise given to the complainant and, where relevant, the person complained of. They will be made available for inspection on the school premises by the Head and the Chair of the Governors on request.

- Where a parent is unable or chooses not to attend the Panel meeting after it has been convened, the school is under no obligation to convene another Panel Hearing.
- Once convened, the Panel Hearing will take place whether or not the parent attends. If the parent expresses satisfaction and a desire not to proceed further after the convening of the Panel Hearing, the Hearing will close the complaint. If the parents remain dissatisfied, then the Hearing will consider the complainant in the parent's absence and issue findings on the matter that will bring it to a conclusion.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records kept will be kept confidential except in so far as is required of the School where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requests access to them, or where any other legal obligation prevails.

A written record is kept of all formal complaints, their outcomes, when they were finalised and whether they were resolved at the preliminary stage or proceeded to a Panel Hearing. Action taken by the School as a result of a formal complaint will be recorded.

All time limits referred to in the Complaints Procedure refer to term time. Any school holiday period will not be taken into account. References to 'working day' mean all days during term time other than Bank Holidays, Saturdays and Sundays.

#### Data Protection – Complaints

Where a data subject is concerned about the Wychwood School's response to any Data protection issue, we request that they raise their concern with us in the first instance. Alternatively, data subjects can complain at any time about how the school has handled their data: they can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> and the Information Commissioner Office's (ICO) helpline is 0303 123 1113.

#### Previous Complaints

Academic Year	Number of Formal Complaints
2021-2022	1