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*Excellence, Respect, Friendship*

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**CAWSTON GRANGE PRIMARY SCHOOL**

# Complaints Procedure

**Date: September 2023**

**Review Date: September 2025**

## Introduction

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 Complaint Procedure.

Our school takes informal concerns seriously and makes every effort to resolve the matter as quickly as possible and provide any reassurances that may be necessary. However, there are occasions when complainants would like to raise their concerns formally. In these cases, school will attempt to resolve the issue internally, through the stages outlined within this complaint procedure.

Our school aims to foster and maintain positive relationships with parents and carers through a timely response to all concerns.

Our school trustees want to ensure that potential complainants feel able to raise concerns with members of staff without formality, either in person by telephone or in writing. This allows staff to establish whether a person is asking a question, expressing an opinion, or making a complaint. The member of staff who deals with the initial contact will:

- clarify the nature of the concern and reassure the complainant that we want to hear about it
- resolve the concern immediately if the member of staff can do so
- record the enquiry and any agreements made and notify the Headteacher

If the Complainant has difficulty discussing a concern with a particular member of staff, we will respect their views and, in these cases, the Headteacher will refer them to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, the Headteacher will refer the concern to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

If the member of staff cannot resolve the concern, they will:

- make a clear note of the name, contact address and telephone number together with details of the nature of the concern and the outcome the complainant is looking for
- refer the concern to the Headteacher, or more appropriate person

The staff member dealing with the concern will ensure that the Complainant is kept informed of any action taken. The emphasis at this stage is on resolving the issue quickly and informally for the benefit of pupil, parents / carers, and staff.

We understand however, that there are occasions when people would like to raise their concerns formally and, in this case, we will attempt to resolve the issue internally, through the stages outlined within our Complaints Procedure.

## Informal Stage (School Resolution)

**This stage does not apply to complaints against the Headteacher, a Governor, or the Trust Board.**

The intention of the school is to create and maintain a safe, happy, and healthy learning environment and the staff and trustees seek to establish a spirit of cooperation with parents, carers, and other interested parties to ensure that a positive school community ethos is established to achieve and maintain this.

It is in everyone's interest to resolve concerns at the earliest stage and the school's experience is that many issues can be resolved by proactive and timely discussion between the appropriate people. The school will take informal concerns seriously and will make every effort to resolve the matter quickly and effectively. It may be the case that the provision or clarification of information will resolve the issue.

To assist this the concern or complaint should be made either in person, in writing (including email), or by telephone. They may also be made by a third party acting on behalf of a complainant if they have appropriate consent to do so.

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This consent to act on behalf of another must be evidenced to the school before any progress is made towards a resolution.

- It is recommended that the complainant makes an appointment to speak to class teacher as soon as possible as this will give both parties the opportunity to talk about the issue without being interrupted
- It is important to recognise that schools are busy organisations and may not be able to offer an appointment straight away
- The purpose of this meeting should be to establish the nature of the concern and to seek a resolution to the problem
- To prevent any later challenges or disagreements over what was said, it is good practice for the class teacher to make brief written notes of meetings and telephone calls and a copy of any written response should be added to the record. These notes are kept securely on the school's ICT system.
- They may need to talk to others before they can respond. The Complainant should be given a timescale for a response; no more than 5 school days.

If the person with the concern has difficulty discussing it with a particular member of staff, we will respect their views. In these cases, the Headteacher will decide on who should deal with the concern.

Similarly, if the member of staff feels that they are not the best person to be dealing with it, they will refer it to the Headteacher for a decision on who should deal with the concern.

If the issue remains unresolved, the next step is to discuss it informally with a more senior member of staff.

The member of staff dealing with a concern will make a written record of the issues raised, the action taken and, at the conclusion of their investigation, will provide an informal written response within 5 school days of the date of the complaint. All documentation relating to the informal complaint will be retained in a central record.

Most concerns will be satisfactorily dealt with in this way. However, if the complainant is not happy with the informal approach, then a formal complaint must be made to the Head Teacher (*unless they are about the Head Teacher*) via the school office, giving the reasons for the continued concern.

If the concern or complaint is not resolved informally and before it is escalated to a formal complaint the next step *could be* to offer mediation.

Sometimes during the handling of a complaint, communication between the complainant and the school can become difficult. Mediation can be a very useful way of helping people to resolve their differences and find an agreed way forward. Both parties need to agree to mediation. The school (or the complainant) may suggest mediation if communication becomes a problem.

The school may use someone independent from the school to investigate a complex issue or to facilitate a mediation meeting although many Chairs of Trustees and other trustees already have the skills to conduct a mediation process between the School Representative and Complainant.

Mediation can be sought at any point during the processes of resolution and investigation. The mediation process is informal, impartial, and voluntary, and aims to resolve conflicts to the benefit of all. It does not apportion blame and concentrates on developing a better understanding of each other's point of view and works to secure future relationships.

If mediation is not an option and the complainant considers that the School Resolution has not delivered a satisfactory conclusion, they should submit a request in writing to the Headteacher outlining the reasons for a formal investigation.

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**This stage does not apply to complaints against the Headteacher, a Governor or the Trust Board.**

*The Headteacher may delegate the investigation to another member of the school's senior leadership team (Investigating Officer)*

Formal complaints can be made either in person, in writing using the school's complaint form, by email, or by telephone. They may also be made by a third party acting on behalf of a complainant if they have appropriate consent to do so. This consent to act on behalf of another must be evidenced to the school before any progress is made towards a resolution.

A Complaint Form is included at the end of this document which may be used. If help is required in completing the form, please contact the school office. Alternatively, help can be sought from third party organisations such as Citizens Advice.

The complainant should set out clearly the nature of their complaint, any unresolved issues, including relevant dates and full names of persons involved, and clarify what action they believe would resolve the issue – any acknowledgement that the school could have handled the situation better is not an admission of unlawful or negligent action. Any documentation should be attached to the complaint.

The complaint will be acknowledged in writing within 5 school days of date of receipt. The acknowledgement letter will confirm the date that the formal complaint was received, the action to be taken and the specified time limit. It will also specify who has been appointed as the Investigator (person appointed by the Headteacher for this purpose).

The Investigator will be a senior member of staff who has no prior involvement with the complaint.

The Headteacher or Investigator will consider the complaint and in doing so will:

- Establish what has happened so far, and who has been involved
- Meet or contact the Complainant if they need further information
- Clarify how the Complainant may feel things could be put right (if this has not been set out in their letter or included on the Complaints form)
- Interview those involved in the matter and those complained of, allowing them to be accompanied if they wish
- Conduct any interviews with an open mind
- Keep notes of any interview for the record

The complainant will be offered the opportunity to meet with the Investigator and to be accompanied by a friend or relative not acting in a legal capacity to speak on their behalf or help them make their case. The complainant should inform the school of the identity of their companion in advance of the meeting.

The Investigator will interview relevant witnesses and take statements from those involved. These will be dated and signed.

If the complaint involves a pupil, they should also be interviewed, normally with a parent/carer present. In some cases, however, this may not be possible and a member of staff with whom the pupil feels comfortable will attend the interview.

To prevent any later challenge or disagreement over what was said, the Investigator will keep brief notes of meetings and telephone conversations and a copy of any written response. These notes will be kept securely.

Outcomes to a complaint may include:

- An apology
  - An explanation
  - An assurance that the event complained of will not recur
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- An explanation of the steps that have been taken, or will be taken, to ensure that it will not happen again and an indication of the timescales within which any changes will be made
- A finding that the complaint requires no further action
- An admission that the situation could have been handled differently or better (this is not the same as an admission of negligence)
- An undertaking to review school policies, practices, and procedures in light of the complaint
- A finding that there is insufficient evidence to reach a conclusion such that the complaint cannot be upheld

It may also be the case that the complaint may not have any substance and is therefore considered to be unfounded or unsubstantiated.

Once all facts are established, within a maximum of 15 school days (excluding those that fall in the school holiday) a written response confirming the outcome of the investigation will be sent to the complainant.

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 which the school will take to resolve the complaint.

The letter will inform the complainant if they are dissatisfied with the outcome of the investigation, and they wish to escalate their complaint to Stage 2 (the next stage of the procedure) they should inform the Governance Professional within 10 school days of the date of the formal written response setting out the outcome of the Stage 1 investigation.

If a written response is received after the 10 school days as requested, the Headteacher will make the decision as to whether to allow the complaint to be escalated to Stage 2.

Where a complaint is received during a school holiday or within 20 days from the start of the Christmas, Easter, or summer holidays, the Headteacher will endeavour to expedite the investigation wherever possible.

Where a time limit cannot be complied with, the school will write to the complainant within the specified time limit setting out the reasons why the time limit cannot be complied with and confirm the new time limit which will apply.

## Stage 2 – Investigation by Chair of Trustees / Suitably Skilled Governor

**Complaints at this stage are in one of three categories:**

- 1. The complainant is not satisfied with the outcome at Stage 1 - Review by Headteacher / Investigator**
- 2. The complainant has made a complaint about the Headteacher, or a member of the Trust Board, this may include the Chair or Vice-Chair**
- 3. The complaint is:**
  - **Jointly about the Chair and Vice Chair *or***
  - **the majority of the Trust Board *or***
  - **the entire Trust Board**

To escalate the complaint, the complainant will be asked to contact the Governance Professional either in person, in writing using the school's complaint form, by email, or by telephone. They may also be made by a third party acting on behalf of a complainant if they have appropriate consent to do so. This consent to act on behalf of another must be evidenced by the Governance Professional before any progress is made towards a resolution.

The complainant should set out clearly the nature of their complaint, any unresolved issues, including relevant dates and full names of persons involved, clarify how they feel the previous stage of the procedure has not addressed their complaint sufficiently, and what action they feel would resolve the issue. Any documentation should be attached to the complaint.

The complaint will be acknowledged in writing within 5 school days of date of receipt.

Any **concern or complaint made against the Headteacher, a Trustee or the Trust Board** should be directed to the Governance Professional. As we are a single academy trust, complaints regarding the majority of the trust board or the entire trust board will be considered by an independent investigator appointed by the Trust Board.

If the **concern or complaint is about the Headteacher or one member of the Trust Board (including the Chair or Vice-chair)**, a suitably skilled and impartial governor/trustee will carry out an investigation as outlined in the Informal (School Resolutions) Stage of the Complaints Procedure.

A full written response confirming the outcome of the investigation will be made to the complainant within 15 school days (excluding those that fall in the school holiday) of the written complaint being received.

The letter will set out the individual matters raised by the complainant, the findings made by the trustee and the conclusion reached.

The letter will inform the complainant if they are dissatisfied with the outcome of the investigation, and they wish to escalate to the next stage of the procedure, they should inform the Governance Professional within 10 school days of the date of the formal written response setting out the outcome of this Stage 2 investigation.

If the **concern or complaint is about the Chair and Vice-Chair, the entire Trust Board, or the majority of the Trust Board** an independent investigator will carry out the steps as mentioned previously.

An Independent Investigator may be appointed by the Trust Board. A full written response confirming the outcome of the investigation will be made to the complainant within 15 school days (excluding those that fall in the school holiday) of the written complaint being received.

The letter will set out the individual matters raised by the complainant, the findings made by the Investigator and the conclusion reached.

The letter will inform the complainant if they are dissatisfied with the outcome of the investigation, and they wish to escalate to the next stage of the procedure, they should inform the Governance Professional within 10 school days of the date of the formal written response setting out the outcome of this Stage 2 investigation.

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Where a time limit cannot be complied with, the school will write to the complainant within the specified time limit setting out the reasons why the time limit cannot be complied with and confirm the new time limit which will apply.

If a **written complaint is sent directly to or received by any member of the Trust Board** it should be forwarded to school to enable the correct process to be followed.

## Stage 3 – Trust Board Review Committee

This is the **Final Stage of the Complaints Procedure**.

If the complainant is dissatisfied with the outcome of the complaint under Stage 2 of the Complaints Policy and wishes to take the matter, further, they can escalate the complaint to Stage 3 – a Trust Board Review Committee Meeting.

The complainant may write to the Governance Professional within 10 school days of receiving the letter confirming the outcome of Stage 2 and requesting a Trust Board Review Committee Meeting. Any requests received outside of this time frame will only be considered if exceptional circumstances apply.

The Governance Professional will record the date the complaint is received and write to the complainant within 5 school days of receipt to acknowledge receipt of their request for a Trust Board Review Committee Meeting.

The acknowledgement letter will confirm the date that the formal request to review the decision was received, the action to be taken and the specified time limit. It will also include the names of the Trust Board Review Committee members. If this is not possible, the Governance Professional will provide an anticipated date and keep the complainant informed.

If the complainant believes there is likely to be bias in the proceedings, they reserve the right to request an independent Committee - complainants should provide evidence to support their request. Whilst the final decision regarding such a request rest with the Trust Board Review Committee it should be granted where the appearance of bias is enough to taint any decision reached.

The Trust Board Review Committee will include at least three people who were not directly involved in the matters detailed in the complaint with one panel member who is independent of the management and running of the school.

Prior to the meeting, the Trust Board Review Committee Members will decide amongst themselves who will act as Chair of the Trust Board Review Committee Meeting.

Alternatively, an entirely independent Trust Board Review Committee may be convened to hear the complaint at this stage of the procedure.

The Governance Professional will write to the complainant to inform them of the date of the Trust Board Review Committee meeting. They will aim to convene a meeting within 20 school days of receipt of the Stage 3 request.

If this is not possible, the Governance Professional will write to the complainant and the school representative within the specified time limit setting out the reasons why the time limit cannot be complied with and confirm the new time limit which will apply

The Trust Board Review Committee members will decide whether to deal with the complaint by inviting parties to a Trust Board Review Committee Meeting or through written representation, but in making their decision they will be sensitive to the Complainant's needs.

In some circumstances, it may be possible and appropriate for the Chair of the Trust Board Review Committee to resolve the issue with the Complainant without the need for a Trust Board Review Meeting.

The Complainant must be given reasonable notice of the date of the Trust Board Review Committee Meeting; however, if they reject the offer of three proposed dates without good reason, the Governance Professional will decide when to

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hold the meeting. It may then proceed in the complainant's absence on the basis of written submissions from both parties.

If the complainant is invited to attend the Trust Board Review Committee Meeting, they may bring someone along to provide support. This can be a friend, relative or colleague but they will not play any part in the proceedings unless invited to do so by the Chair. There may be occasions when legal representation is appropriate, such as if a school employee is called as a witness in a complaint meeting, they may wish to be supported by union and/or legal representation.

If attendance of any pupil is required at the Trust Board Review Committee Meeting, parental permission will be sought if they are under the age of 18 years. A pupil has the right to be accompanied and extra care will be taken to consider the vulnerability of children where they are present.

Representatives from the media are not permitted to attend.

Once the Trust Board Review Committee Meeting has been arranged, the Governance Professional will write to the complainant to confirm 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. The Governance Professional will also request copies of any further written material to be submitted to the Committee members.

A copy of the letter should be sent to the school representatives and the Trust Board Review Committee members.

Any written material that the Complainant and School representatives wish to submit in relation to their complaint must be sent to the Governance Professional at least 10 school days before the Trust Board Review Meeting.

The Trust Board Review Committee Members reserve the right not to consider any written material presented by either the complainant or the school less than 10 working school days prior to the Trust Board Review Meeting or at the meeting itself.

Any written material will be circulated to all parties at least 5 school days before the date of the meeting. The Trust Board Review Committee Members will not normally accept, as evidence, any recordings of conversations that were obtained covertly and without the informed consent of all parties concerned.

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

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 the notes.

If the Complainant(s) or School representatives wish to call witnesses, the names of these potential witnesses must be given to the Governance Professional at least 10 school days before the meeting. The Trust Board Review Committee Members will consider the appropriateness of any witnesses requested.

The Trust Board Review Committee Members are under no obligation to hear oral evidence from witnesses but may do so and /or may take written material into account.

The Complainant(s) and School representatives are responsible for ensuring that any witnesses are aware of the time / date / location of the meeting.

The Complainant can be accompanied by a suitable companion, this may be a friend, relative, advocate or interpreter. The name of any companion attending must be advised to the Governance Professional 10 school days before the meeting.

The Trust Board Review Committee Meeting is not a form of legal proceedings. However, there may be occasions when legal representation is appropriate. For instance, if a school employee is called as a witness in a complaint meeting, they may wish to be supported by union and / or legal representation.

The decision of the Trust Board Review Committee is final and will be communicated in writing to the complainant and

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school representatives within 10 school days. The recommendations and findings will be made available for inspection on the school premises by the Headteacher.

If it is not possible to meet this timeline, then the Chair of the Trust Board Review Committee will contact both parties to discuss a mutually convenient date.

The Trust Board Review Committee members will consider the complaint and all the evidence presented. They can make the following decisions:

- Uphold the complaint in whole or in part.
- Dismiss the complaint in whole or in part.
- Decide on the appropriate action to be taken to resolve the complaint.
- Where appropriate, recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur.

The Governance Professional will record the proceedings in the form of minutes. The typed minutes are a summary of the procedure followed and the discussions taking place at the meeting but will not include the deliberations of the panel. Notwithstanding this, full and comprehensive notes of the decision taken by the Trust Board Review Committee should be taken. The minutes are the property of the Trust Board Review Committee, and the final approved version can be made available upon request, with release subject to Data Protection rules.

The Trust Board Review Committee will ensure that their findings and recommendations are sent by electronic mail or otherwise given to the complainant.

Where relevant, the person complained about will receive an approved summary of the panel's findings and recommendations. They will also receive a copy of the minutes, subject to any necessary redactions under Data Protection legislation.

The Trust Board Review Committee will also ensure the findings and recommendations will be available for inspection on the school premises by the Headteacher (and / or proprietor).

A written record will be kept of all complaints, and the stage they were resolved or whether they proceeded to a Trust Board Review Committee Meeting, together with the actions been taken, regardless of the decision.

All correspondence, documents and records relating to individual complaints will be kept confidential, except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

## Next Steps: Referring Complaints to the DfE

There is no further right of appeal in respect of the decision of the Trust Board Review Committee with regard to the complaint other than to the Department for Education (DfE) on the grounds that that the Trust Board Review Committee has not followed the complaint in accordance with the published complaints procedure, or they acted unlawfully or unreasonably in the exercise of their duties under education law.

The DfE will not normally reinvestigate the substance of complaints, or overturn any decisions made by the school or Trust Board Review Committee. They will consider whether the school or Trust Board Review Committee has adhered to education legislation and any statutory policies connected with the complaint.

If the complaints procedure is found to not meet regulations, the school will be asked to correct its procedure accordingly.

For further information regarding complaining about a school, see the following webpage:

<https://www.gov.uk/complain-about-school>

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## Next Steps: Referring Complaints to the ESFA

There is no further right of appeal in respect of the decision of the Trust Board Review Committee with regard to the complaint other than to the Education and Skills Funding Agency (ESFA) on the grounds that that the Trust Board Review Committee has not followed the complaint in accordance with the published complaints procedure, or they acted unlawfully or unreasonably in the exercise of their duties under education law.

The ESFA will not normally reinvestigate the substance of complaints, or overturn any decisions made by the school or Trust Board Review Committee. They will consider whether the school or Trust Board Review Committee has adhered to education legislation and any statutory policies connected with the complaint and whether they have followed [Part 7 of the Education \(Independent School Standards\) Regulations 2014](#).

For further information regarding complaining about an academy, see the following webpage:

<https://www.gov.uk/complain-about-school>

## HABITUAL (*PERSISTENT*) OR VEXATIOUS (*UNREASONABLE*) COMPLAINTS

Habitual and/or vexatious complainants can be a problem for staff and trustees. The difficulty in handling such complaints can place a strain on time and resources. Whilst the school endeavours to respond with patience and sympathy to the needs of all complainants, there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

Where a complainant tries to raise an issue which has already been dealt with through the school's complaints procedure, and everything that could be reasonably done in response to the complaint has been done, the school will not reinvestigate the complaint except in exceptional circumstances, such as if new evidence has come to light.

Each case will be viewed individually and decided on its merit. However, a complainant (and / or anyone acting on their behalf) may be deemed to be habitual or vexatious if previous or current contact with them shows that they may meet any or all of the following criteria, dependent upon degree.

Where complainants:

- Refuse to co-operate with the school's relevant procedures.
  - Change the basis of the complaint as the complaint progresses by raising further concerns or questions.
  - Are unwilling to accept the final decision and seek an unrealistic outcome.
  - Refuse to accept documented evidence of action taken or denies receiving information in spite of correspondence specifically answering their questions.
  - Have meetings or telephone conversations recorded and circulated to others without the prior knowledge and consent of all parties involved.
  - While addressing a complaint, have an excessive number of contacts with the school, placing unreasonable demands on staff time. A contact may be in person, or by telephone, letter, or email.
  - Seek to pursue a complaint where the concerns identified are not within the remit of the Trust Board to investigate.
  - Make unreasonable demands and fail to accept that these may be unreasonable, for example, insisting on responses to complaints of enquiries being provided more urgently than is reasonable or within the complaints procedure or normal recognised practice.
  - Harass or are personally abusive or verbally aggressive on more than one occasion towards staff dealing with the complaint. Staff recognise, however, that complainants may sometimes act out of character in terms of
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stress, anxiety or distress and will make reasonable allowances for this. They will document all instances of harassment, abusive or verbally aggressive behaviour.

### Dealing with Habitual (*Persistent*) or Vexatious (*Unreasonable*) Complaints

In cases of persistent or unreasonable complaints, or harassment, the Headteacher and Chair of Trustees will determine what action to take. It may be decided to deal with complainants in one or more of the following ways:

- Inform the complainant that their behaviour is now considered to be unreasonable or unacceptable and request a changed approach.
- Withdraw contact with the complainant either in person, by telephone, by email, by fax, by letter or any combination of these, provided that at least one form of contact is maintained.
- To restrict contact to liaison through a designated member of staff.
- Notify the complainant in writing that the Trust Board has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose.
- Inform the complainant that any form of contact in relation to their complaint, or similar issues to their complaint, will be acknowledged but not answered.
- Withdraw Implied Permission which allows the complainant to enter the school site, without prior written consent either using the school's policy for Dealing with Unacceptable Behaviour on School Premises, and / or seeking legal advice to ensure the appropriate procedures are used.

When a complainant has been determined as habitual or vexatious, that status will be regularly reviewed and, where appropriate, withdrawn at a later date. This action may be appropriate when the complainant demonstrates a more reasonable approach or submits a further complaint which will be dealt with as a new complaint.

A panel of 3 trustees should review a decision to categorise a complainant as habitual or vexatious every six months and decide if that category can be amended or withdrawn. The complainant will be given notice of this decision immediately.

Copies of all decisions relating to the categorisation of a person as a habitual or vexatious complainant will be sent to the Governance Professional who will hold and maintain a central, secure register of such decisions.

## STANDARD OF FLUENCY COMPLAINTS

As members of a public authority, all staff are subject to the fluency duty imposed by the Immigration Act 2016, which requires staff members to have an appropriate level of fluency in English in order to teach pupils.

The school is free to determine the level of spoken communication necessary in order for staff members to develop effective performance, but it will be matched to the demands of the role in question.

The school will be satisfied that an individual has the necessary level of fluency appropriate for the role they will be undertaking, whether this is an existing or potential new member of staff. If a member of the school community feels that a staff member has insufficient proficiency in spoken English for the performance of their role, they are required to follow the process outlined in the policy.

For the purpose of this policy, a “**legitimate complaint**” is one which is about the standard of spoken English of a member of staff; complaints regarding an individual's accent, dialect, manner, or tone of communication are not considered legitimate complaints.

All legitimate complaints regarding the fluency duty will be handled in line with the processes outlined in this policy.

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In addition to the processes outlined in this policy, the school will assess the merits of a legitimate complaint against the necessary standard of spoken English fluency required for the role in question. To assess the merits, the school will undertake an objective assessment against clear criteria set out in the role specification or, against the level of fluency descriptors relevant to the role in question. If the complaint is upheld, the school will consider what action is necessary to meet the fluency duty; this may include:

- Specific training
- Specific retraining
- Assessment
- Redeployment
- Dismissal

Appropriate support will be provided to staff to ensure that they are protected from vexatious complaints and are not subjected to unnecessary fluency testing.

Records of complaints regarding fluency will be kept in accordance with the processes outlined in the Recording a Complaint section of this policy.

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## Complaint Form

Before you make a formal complaint and to help ensure that you have completed the informal procedure, it is recommended that you ask the following questions:

- Have I communicated my concern or worry to the Class Teacher?
- Have I followed the guidance provided to me?
- Have I allowed a sufficient period of time for actions and improvements to be implemented?
- Am I dissatisfied with the action taken, or the way I have been treated?
- Is my concern unresolved?

If you answer yes to these questions, then you may wish to make a formal complaint.

Please complete and return the Complaint Form to the School Office who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Day time telephone number:  Evening telephone number:  Email address:
Key points of your complaint – Please summarise the key issues for you
Timeline – please <i>summarise</i> the sequence of events – in date / time order

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Your desired outcome(s) – What are you hoping to achieve? What actions do you feel might resolve the problem at this stage?

Are you attaching any paperwork? *Please give clear references and indications of documents, records, policies, and any other documents that will help us to understand your point of view and your complaint*

Signature:

Date:

**Official use**

*Date acknowledgement sent:*

*By whom:*

*Complaint referred to:*

*Date:*