



Wrightington  
Mossy Lea  
Primary School



ST. GEORGE'S  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

# Complaints procedure

CONFIDENTIAL

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**S. G** **GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

Approved by:	Full Governor Board	Date: [Date]
Last reviewed on:	Autumn 2021	
Next review due by:	Autumn 2022	

CONFIDENTIAL

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

## Contents

1. Aims .....	3
2. Legislation and guidance .....	4
3. Definitions and scope .....	4
4. Roles and responsibilities .....	5
5. Principles for investigation .....	6
6. Stages of complaint (not complaints against the headteacher or governors) .....	8
7. Complaints against the headteacher, a governor or the governing board .....	10
8. Referring complaints on completion of the school's procedure .....	10
9. Persistent complaints .....	11
10. Record keeping .....	13
11. Learning lessons .....	14
12. Monitoring arrangements .....	14
13. Links with other policies .....	14

## 1. Aims

Our school aims to meet its statutory obligations when responding to complaints from parents of pupils at the school, and others.

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 the points at issue and provide an effective and prompt response
- Respect complainants' desire for confidentiality
- Treat complainants with respect and courtesy

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

- 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 school will aim to give the complainant the opportunity to complete the complaints procedure in full.

To support this, we will ensure we publicise the existence of this policy and make it available on the school website.

Throughout the process, we will be sensitive to the needs of all parties involved, and make any reasonable adjustments needed to accommodate individuals.

## 2. Legislation and guidance

This document meets the requirements of section 29 of the [Education Act 2002](#), which states that schools must have and make available a procedure to deal with all complaints relating to their school and to any community facilities or services that the school provides.

It is also based on [guidance for schools on complaints procedures](#) from the Department for Education (DfE), including the model procedure, and model procedure for dealing with unreasonable complaints.

In addition, it addresses duties set out in the [Early Years Foundation Stage statutory framework](#) with regards to dealing with complaints about the school's fulfilment of Early Years Foundation Stage requirements.

## 3. Definitions and scope

### 3.1 Definitions

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". *Deuteronomy 31:6*



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

The DfE guidance explains the difference between a concern and a complaint:

- › A **concern** is defined as “an expression of worry or doubt over an issue considered to be important for which reassurances are sought”
- › A **complaint** is defined as “an expression of dissatisfaction however made, about actions taken or a lack of action”

### 3.2 Scope

The school intends to resolve complaints informally where possible, at the earliest possible stage. There may be occasions when complainants would like to raise their concerns formally. This policy outlines the procedure relating to handling such complaints.

This policy does **not** cover complaints procedures relating to:

- › Admissions
- › Statutory assessments of special educational needs (SEN)
- › Safeguarding matters
- › Exclusion
- › Whistle-blowing
- › Staff grievances
- › Staff discipline

Please see our separate policies for procedures relating to these types of complaint.

Complaints about services provided by other providers who use school premises or facilities should be directed to the provider concerned.

## 4. Roles and responsibilities

### 4.1 The complainant

The complainant will get a more effective and timely response to their complaint if they:

- › Follow these procedures

“Be determined and confident as God will be with you”, inspiring you to “learn, care and share through work, play and prayer”. *Deuteronomy 31:6*



National Teaching School  
designated by  
 National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

- › Co-operate with the school throughout the process, and respond to deadlines and communication promptly
- › Ask for assistance as needed
- › Treat all those involved with respect
- › Not publish details about the complaint on social media

#### 4.2 The investigator

An individual will be appointed to look into the complaint, and establish the facts. They will:

- › Interview all relevant parties, keeping notes
- › Consider records and any written evidence and keep these securely
- › Prepare a comprehensive report to the headteacher or complaints committee which includes the facts and potential solutions

#### 4.3 Clerk to the governing board

The clerk will:

- › Be the contact point for the complainant and the complaints committee, including circulating the relevant papers and evidence before complaints committee meetings
- › Arrange the complaints hearing
- › Record and circulate the minutes and outcome of the hearing

#### 4.4 Committee chair

The committee chair will:

- › Chair the meeting, ensuring that everyone is treated with respect throughout
- › Make sure all parties see the relevant information, understand the purpose of the committee, and are allowed to present their case

### 5. Principles for investigation

When investigating a complaint, we will try to clarify:

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

- › What has happened
- › Who was involved
- › What the complainant feels would put things right

## 5.1 Time scales

The complainant must raise the complaint within 3 months of the incident. If the complaint is about a series of related incidents, they must raise the complaint within 3 months of the last incident.

We will consider exceptions to this time frame in circumstances where there were valid reasons for not making a complaint at that time and the complaint can still be investigated in a fair manner for all involved.

When complaints are made out of term time, we will consider them to have been received on the first school day after the holiday period.

If at any point we cannot meet the time scales we have set out in this policy, we will:

- › Set new time limits with the complainant
- › Send the complainant details of the new deadline and explain the delay

## 5.2 Complaints about our fulfilment of early years requirements

We will investigate all written complaints relating to the school's fulfilment of the Early Years Foundation Stage requirements, and notify the complainant of the outcome within 28 days of receiving the complaint. The school will keep a record of the complaint (see section 10) and make this available to Ofsted on request.

Parents and carers can notify Ofsted if they believe that the school is not meeting Early Years Foundation Stage requirements, by calling 0300 123 4666, or by emailing [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk).

An online contact form is also available at

<https://www.gov.uk/government/organisations/ofsted#org-contacts>.

We will notify parents and carers if we become aware that the school is to be inspected by Ofsted.

We will also supply a copy of the inspection report to parents and carers of children attending the setting on a regular basis.

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

## 6. Stages of complaint (not complaints against the headteacher or governors)

**Maintained schools and pupil referral units** can decide how many stages to include in their complaints procedures. Insert stages 1 and 2 below and the relevant stage 3 as instructed, and adapt them as appropriate to reflect your school's circumstances. Delete the second set of sections 6.1-6.3 as these are the procedures for academies.

### 6.1 Stage 1: informal

The school will take informal concerns seriously and make every effort to resolve the matter quickly. It may be the case that the provision or clarification of information will resolve the issue.

The complainant should raise the complaint as soon as possible with the relevant member of staff or the headteacher as appropriate, either in person or by letter, telephone or email. If the complainant is unclear who to contact or how to contact them, they should contact the school office. The school will acknowledge informal complaints within 5 school days, and investigate and provide a response within a further 10 school days.

The informal stage will involve a meeting between the complainant and the **headteacher and/or SLT about the subject of the complaint**, as appropriate.

If the complaint is not resolved informally, it will be escalated to a formal complaint.

### 6.2 Stage 2: formal

Formal complaints can be raised:

- By letter or email
- Over the phone
- In person
- By a third party acting on behalf of the complainant

The complainant should provide details such as relevant dates, times, and the names of witnesses of events, alongside copies of any relevant documents, and what they feel would resolve the complaint.

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

If complainants need assistance raising a formal complaint, they can contact the school office.

The headteacher (or designated member of the senior leadership team) will call a meeting to clarify concerns, and seek a resolution. The complainant may be accompanied to this meeting, and should inform the school of the identity of their companion in advance.

In certain circumstances, the school may need to refuse a request for a particular individual to attend any such meeting – for example, if there is a conflict of interest. If this is the case, the school will notify the complainant as soon as they are aware, so that the complainant has the opportunity to arrange alternative accompaniment.

The headteacher (or other person appointed by the headteacher for this purpose) will then conduct their own investigation. The written conclusion of this investigation will be sent to the complainant within 10 school days.

If the complainant wishes to proceed to the next stage of the procedure, they should inform the clerk to the governing board within **10** school days.

### How to escalate a complaint

Complaints can be escalated by contacting the clerk to the governing board:

- By letter or email
- Over the phone
- In person
- Through a third party acting on behalf of the complainant

The clerk will need the details of the complaint as set out above, as well as details from the complainant on how they feel the previous stage of the procedure has not addressed their complaint sufficiently, and what they feel would resolve the complaint.

The written conclusion of this investigation will be sent to the complainant within **10** school days.

If the complainant wishes to proceed to the next stage of the procedure, they should inform the clerk to the governing board in writing within 10 school days. Requests received outside of this time frame will be considered in exceptional circumstances.

The clerk will acknowledge receipt of the request within **3** school days.

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

## 7. Complaints against the headteacher, a governor or the governing board

### 7.1 Stage 1: informal

Complaints made against the headteacher or any member of the governing board should be directed to the clerk to the governing board in the first instance.

If the complaint is about the headteacher or one member of the governing board (including the chair or vice-chair), a suitably skilled and impartial governor will carry out the steps at stage 1 (set out in section 6 above).

### 7.2 Stage 2: formal

If the complaint is jointly about the chair and vice-chair, the entire governing board or the majority of the governing board, an independent investigator will carry out the steps in stage 2 (set out in section 6 above). They will be appointed by the governing board or diocese, and will write a formal response at the end of their investigation.

### 7.3 Stage 3: review panel

If the complaint is jointly about the chair and vice-chair, the entire governing board or the majority of the governing board, a committee of independent governors will hear the complaint. They will be sourced from local schools, the local authority or diocese and will carry out the steps at stage 3 (set out in section 6 above).

## 8. Referring complaints on completion of the school's procedure

If the complainant is unsatisfied with the outcome of the school's complaints procedure, they can refer their complaint to the DfE.

The DfE will not re-investigate the matter of the complaint. It will look at whether the school's complaints policy and any other relevant statutory policies that the school holds were adhered to. The DfE also looks at whether the school's statutory policies adhere to education legislation. It may

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



Wrightington  
Mossy Lea  
Primary School



ST. GEORGE'S  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

direct the school to re-investigate the complaint where it is clear the school has acted unlawfully or unreasonably.

For more information or to refer a complaint, see the following webpage:

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

We will include this information in the outcome letter to complainants.

The DfE will consider reports of a major failure to meet the standards. Where appropriate, it can arrange an emergency inspection to look at pupil welfare and health and safety, and make sure that the school deals with serious failings.

For more information or to refer a complaint, see the following webpage:

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

## 9. Persistent complaints

### 9.1 Unreasonably persistent complaints

Most complaints raised will be valid, and therefore we will treat them seriously. However, a complaint may become unreasonable if the person:

- Has made the same complaint before, and it's already been resolved by following the school's complaints procedure
- Makes a complaint that is obsessive, persistent, harassing, prolific, defamatory or repetitive
- Knowingly provides false information
- Insists on pursuing a complaint that is unfounded, or out of scope of the complaints procedure
- Pursues a valid complaint, but in an unreasonable manner e.g. refuses to articulate the complaint, refuses to co-operate with this complaints procedure, or insists that the complaint is dealt with in ways that are incompatible with this procedure and the time frames it sets out
- Changes the basis of the complaint as the investigation goes on
- Makes a complaint designed to cause disruption, annoyance or excessive demands on school time
- Seeks unrealistic outcomes, or a solution that lacks any serious purpose or value

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

### Steps we will take

We will take every reasonable step to address the complainant's concerns, and give them a clear statement of our position and their options. We will maintain our role as an objective arbiter throughout the process, including when we meet with individuals. We will follow our complaints procedure as normal (as outlined above) wherever possible.

If the complainant continues to contact the school in a disruptive way, we may put communications strategies in place. We may:

- › Give the complainant a single point of contact via an email address
- › Limit the number of times the complainant can make contact, such as a fixed number per term
- › Ask the complainant to engage a third party to act on their behalf, such as [Citizens Advice](#)
- › Put any other strategy in place as necessary

### Stopping responding

We may stop responding to the complainant when all of these factors are met:

- › We believe we have taken all reasonable steps to help address their concerns
- › We have provided a clear statement of our position and their options
- › The complainant contacts us repeatedly, and we believe their intention is to cause disruption or inconvenience

Where we stop responding, we will inform the individual that we intend to do so. We will also explain that we will still consider any new complaints they make.

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 our school site.

### 9.2 Duplicate complaints

If we have resolved a complaint under this procedure and receive a duplicate complaint on the same subject from a partner, family member or other individual, we will assess whether there are aspects that we hadn't previously considered, or any new information we need to take into account.

If we are satisfied that there are no new aspects, we will:

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
 National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

- Tell the new complainant that we have already investigated and responded to this issue, and the local process is complete
- Direct them to the DfE if they are dissatisfied with our original handling of the complaint

If there are new aspects, we will follow this procedure again.

### 9.3 Complaint campaigns

Where the school receives a large volume of complaints about the same topic or subject, especially if these come from complainants unconnected with the school, the school may respond to these complaints by:

- Publishing a single response on the school website
- Sending a template response to all of the complainants

If complainants are not satisfied with the school's response, or wish to pursue the complaint further, the normal procedures will apply.

## 10. Record keeping

The school will record the progress of all complaints, including information about actions taken at all stages, the stage 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.

This 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.

The details of the complaint, including the names of individuals involved, will not be shared with the whole governing board in case a review panel needs to be organised at a later point.

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



Wrightington  
Mossy Lea  
Primary School



ST. GEORGE'S  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

Where the governing board is aware of the substance of the complaint before the review panel stage, the school 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 board, who will not unreasonably withhold consent.

## 11. Learning lessons

An appropriate governing body committee will review any underlying issues raised by complaints with the **headteacher/senior leadership team**, where appropriate, and respecting confidentiality, to determine whether there are any improvements that the school can make to its procedures or practice to help prevent similar events in the future.

## 12. Monitoring arrangements

The **governing board** will monitor the effectiveness of the complaints procedure in ensuring that complaints are handled properly. The **governing board** will track the number and nature of complaints, and review underlying issues as stated in section 11.

The complaints records are logged and managed by Admin Staff

This policy will be reviewed by **the headteacher** every 3 years

At each review, the policy will be approved by **the full governing board/**

## 13. Links with other policies

Policies dealing with other forms of complaints include:

- Child protection and safeguarding policy and procedures
- Admissions policy
- Exclusions policy
- Staff grievance procedures
- Staff disciplinary procedures

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU



**Wrightington  
Mossy Lea  
Primary School**



**ST. GEORGE'S**  
Church of England  
Primary School



From tiny acorns, mighty oaks grow

School general enquiries:	Sharon	<a href="mailto:bursar@st-georges.lancs.sch.uk">bursar@st-georges.lancs.sch.uk</a>
Assistant Headteacher:	Louise Darlington:	<a href="mailto:l.darlington@st-georges.lancs.sch.uk">l.darlington@st-georges.lancs.sch.uk</a>
	Nicola Cook:	<a href="mailto:n.cook@st-georges.lancs.sch.uk">n.cook@st-georges.lancs.sch.uk</a>
	Michelle Yates:	<a href="mailto:m.yates@st-georges.lancs.sch.uk">m.yates@st-georges.lancs.sch.uk</a>
	Rob Horne	<a href="mailto:r.horne@st-georges.lancs.sch.uk">r.horne@st-georges.lancs.sch.uk</a>
	Antonella Greenhalgh	<a href="mailto:a.greenhalgh@mossylea.lancs.sch.uk">a.greenhalgh@mossylea.lancs.sch.uk</a>
Headteacher:	Andy Purcell:	<a href="mailto:head@st-georges.lancs.sch.uk">head@st-georges.lancs.sch.uk</a>

- SEN policy and information report
- Privacy notices

CONFIDENTIAL

"Be determined and confident as God will be with you", inspiring you to "learn, care and share through work, play and prayer". Deuteronomy 31:6



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

Tel 01257 262323  
[www.st-georges.lancs.sch.uk](http://www.st-georges.lancs.sch.uk)  
PR73JU