

## The Gleddings School

### Complaints Policy

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**Person(s) responsible for review and role:**

**Group Lead Safeguarding:** Jo Storey

Head of School – Mrs Jill Wilson

## **Complaints Policy**

At The Gleddings School, we believe that open, honest communication builds trust and helps us grow together as a school community. This policy explains how we manage complaints from parents and guardians of current pupils, including those in our Early Years Foundation Stage (EYFS), with the aim of resolving issues quickly, fairly, and with empathy. We see every concern as an opportunity to listen, reflect, and improve. Whether a parent raises a simple query or a more serious issue, our staff are committed to responding with care and professionalism. We aim to resolve concerns promptly and in a way that supports positive relationships and the wellbeing of our pupils.

### **The Complaints Process**

#### **Stage 1 – Informal Resolution**

Most concerns can be addressed by speaking to your child's teacher leader. If the matter needs further attention, it may be passed to a senior staff member or the Head Teacher. We aim to acknowledge concerns within 2 working days and to resolve them within 10 working days. It should be noted "Working days" means school term-time weekdays, excluding holidays and weekends.

If your concern relates to the Head Teacher, you may raise it directly with them. If a satisfactory outcome is not reached, you may move to Stage 2.

#### **Stage 2 – Formal Resolution**

If the issue remains unresolved, a formal written complaint should be submitted to the Head Teacher within 7 working days of the informal outcome. Please include key details, the nature of your concern, and the resolution you are seeking. We will acknowledge receipt within 5 working days. An investigation will be carried out either by a senior staff member or the Head Teacher who may invite you to a meeting. A full response will follow within 28 working days.

If the complaint involves the Head Teacher, it should be addressed to the CEO of Forfar Education, following the same steps.

#### **Stage 3 – Complaints Panel**

If you remain dissatisfied, you may request a panel hearing via the CEO of Forfar Education. A panel of three people (including one independent member) will review the process followed in Stage 2 you may be accompanied, if you wish. New concerns cannot be raised at this stage. The panel will meet within 28 working days of the request. Their final decision, with any recommendations, will be shared in writing within 10 working days.

#### **EYFS-Specific Complaints**

Complaints about EYFS provision will be addressed within 28 days. If concerns remain, parents may contact:

- **Ofsted:** enquiries@ofsted.gov.uk | 0300 123 4666
- **ISI:** complaints@isi.net | 020 7600 010

We retain EYFS complaint records for a minimum of three years.

All complaints are recorded and securely stored, including outcomes and actions taken. These records are retained for at least three years and are treated confidentially, unless legal disclosure is required.

Correspondence, statements and records relating to the individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requires access to them.

We treat all concerns with respect. In rare cases, complaints that are repetitive, aggressive, or unreasonable may lead us to restrict contact methods, limit visits, or if necessary, seek police guidance. We will always try to resolve matters constructively before taking such steps.

All data protection complaints will be acknowledged within 30 days of receipt. This includes weekends and Bank Holidays.

This policy is available to all parents and guardians via the website.

For the academic year[2024-2025] The Gleddings School dealt with 0 complaints at Stage 2 or above.