



Wychwood Church of England
Primary School

Sharing your concerns about your child's education A Parents' Guide

Wychwood CE Primary School recognises that at times things can go wrong. This guidance will help you understand how to resolve concerns you may have about your child's education.

The school has procedures for dealing with concerns or complaints and we value any feedback about our services, including compliments and suggestions.

The school's Governing Body has overall responsibility for the school and for ensuring the well-being of pupils and that all pupils receive an appropriate and high standard of education.

The Headteacher is responsible for making decisions on a daily basis about the school's internal management and organisation. So you should contact the school staff if you are concerned about an issue such as:

- your child's academic progress
- special educational needs provision
- your child's welfare
- bullying
- something that has happened in school;

How do I complain to the school?

First, we hope you will speak to your child's class teacher as soon as you have a concern. This informal approach is nearly always the quickest and most effective way of resolving your concerns. You can contact the teachers through the office email address: office.3257@wychwood-pri.oxon.sch.uk, all emails are treated in confidence.

If you feel that your concern has not been resolved, then it is important to speak to or write/email to the Headteacher who will look into your concern.

If you are unhappy with the headteacher's response you should write with your complaint to the Chair of Governors/Clerk to the Governing Body at the school address. Mark your envelope 'FOR IMMEDIATE ATTENTION'.

This is how your complaint will be handled

Within 5 working days the Chair of Governors will clarify the nature of your complaint by asking you to complete a complaint form and will offer help in completing the form, if appropriate

Within 5 working days of receiving the form the Chair will decide whether mediation should be offered to help you and the Headteacher explore possible resolution.

If mediation is agreed, the Chair of Governors will endeavour to set up the meeting **within 10 working days**. If that timescale is not possible you will be told the reason.

If mediation is not deemed appropriate or if it is not successful, the Chair of Governors or Clerk will set up a panel of governors to meet within **15 working days** to consider your complaint. The clerk will provide details of the hearing and will request any further information you may wish to provide.

The complaints panel will consist of three governors who (as far as possible) will have no prior knowledge of the events being complained of. The panel will be supported by a clerk who will take notes during the hearing and will stay with the panel while they make their decision in case governors need to be reminded about responses to a particular question. The panel will hear the complaint impartially and make their decision without fear or favour.

Five working days before the hearing the clerk will send to you, the complainant, the headteacher and the three panel members, copies of all papers submitted by both sides so that there is sufficient time to read the evidence before the hearing.

At the hearing,

1. You and the Headteacher will be invited into the room where the panel is being held at the same time.
2. After introductions, you, the Complainant will be invited to explain your complaint.
3. The Headteacher may question you.
4. The panel will question you.
5. The Headteacher will be invited to explain the school's actions .
6. You, the Complainant may question the Headteacher.
7. The panel will question the Headteacher.
8. The panel may ask questions at any point.
9. You, the Complainant will then be invited to sum up your complaint.
10. The Headteacher will then be invited to sum up the school's actions and response to the complaint.
11. The Chair will explain that you and the Headteacher will hear from the panel **within five working days**.
12. Both you and the Headteacher will leave together while the panel decides on the issues.
13. The Clerk will remain with the panel.



Headteacher: Joseph Rubba
Milton Road, Shipton-Under-Wychwood
Chipping Norton, Oxon, OX7 6BD.
Telephone 01993 830059
Email office.3257@wychwood-pri.oxon.sch.uk
Web wychwood-pri.oxon.sch.uk



Can I take my complaint further?

For most complaints, **you cannot** take your complaint to the local authority. The local authority cannot investigate school matters on a parent's behalf nor can it review how the school has dealt with your complaint.

However, if you feel that the school has acted unreasonably or not followed the correct procedures, you can write to the Secretary of State for Education, <http://www.education.gov.uk/help/contactus/df>

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