

LARNE GRAMMAR SCHOOL  
**COMPLAINTS POLICY AND**  
**PROCEDURE**



**Contents**

Foreword	2
Aims of Complaints Procedure	2
Scope of Complaints Procedure	3
What to expect under the procedure	4
Complaints Procedure	5

LARNE GRAMMAR SCHOOL  
**COMPLAINTS POLICY AND**  
**PROCEDURE**

**Foreword**

**1. Ethos and Vision**

**1.1 Ethos**

“Larne Grammar School promotes positive moral values in a climate of high expectations and achievement among all the individuals and groups based on mutual respect. Pupils exhibit self-control, personal responsibility and self-worth, developed in the classroom and through a wide range of extra-curricular activities. Pupils learn, grow and succeed in an atmosphere of praise and encouragement which promotes a sense of belonging and enjoyment for everyone.”

**1.2 Vision**

“Larne Grammar School will strive to be a community-based centre of excellence whereby high quality teaching and learning will serve to enhance the lives of all, enabling pupils to achieve their potential in a spirit of mutual respect and support.”

**2** At Larne Grammar School, we aim to work in partnership with pupils, parents/carers and members of the community. As such, we take complaints very seriously. In this regard, we encourage anyone with a concern to speak to us as soon as possible. If concerns are dealt with at an early stage, then they are more likely to be resolved and there is no unnecessary dissatisfaction.

**3** Many issues can be addressed simply by talking to the relevant staff in school who will be happy to help. Open communication and regular engagement between the school staff and the wide range of users is vital to the effective management of the school.

**4** We welcome open communication with the following members of staff:  
Class Tutors and Year Heads - pastoral/general study-related matters;  
Heads of Department - academic/subject-related matters;  
Vice-Principals or Principal - concerns other than the above.

**Aims**

When dealing with complaints the school will;

- encourage resolution of all concerns as quickly as possible
- provide timely responses to concerns and complaints
- keep you informed of progress
- ensure a full and fair investigation of your complaint where appropriate
- have due regard for the rights and responsibilities of all parties involved
- respect confidentiality
- fully address complaints and provide an effective response
- take appropriate action to rectify the issue and prevent it happening again where appropriate
- be responsive to learning from outcomes which will inform and improve practice within the school.

A copy of this Procedure is available on the school’s website or is available from the school on request.

LARNE GRAMMAR SCHOOL  
**COMPLAINTS POLICY AND**  
**PROCEDURE**

**Scope of the Complaints Procedure**

The Complaints Procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking concerns raised seriously at the earliest possible stage, it is hoped that issues can be resolved quickly and effectively.

***Some examples of complaints dealt with:***

- not following school policy;
- communication delays / lack of communication;
- difficulties in staff / pupil relationships.

**Complaints with separate established procedures**

Some examples of statutory procedures and appeal mechanisms are listed below. The list is not exhaustive. The Principal/ Chair of Governors will advise on the appropriate procedure to use when the complaint is raised.

***Matters may still be referred to NIPSO, if it is felt that maladministration has occurred.***

<b>Exceptions</b>	<b>Contact</b>
<ul style="list-style-type: none"><li>• Admissions / Expulsions / Exclusion of children from school</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Operations and Estates Sara Long
<ul style="list-style-type: none"><li>• Statutory assessments of Special Educational Needs (SEN)</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Children and Young People's Services Dr Clare Mangan
<ul style="list-style-type: none"><li>• School Development Proposals</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Education John Collings
<ul style="list-style-type: none"><li>• Child Protection / Safeguarding</li></ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Children and Young People's Services Dr Clare Mangan

The school will not normally investigate anonymous complaints, unless deemed by the Chairperson of the Board of Governors to be of a serious nature. The decision of whether to deal with such complaints will be at the discretion of the Board of Governors.

LARNE GRAMMAR SCHOOL  
**COMPLAINTS POLICY AND**  
**PROCEDURE**

**What to expect under this procedure**

**Your rights as a person making a complaint**

In dealing with complaint we will ensure:

- fair treatment;
- courtesy;
- a timely response;
- accurate advice;
- respect for privacy – complaints will be treated as confidentially as possible allowing for the possibility of consultation with other appropriate parties about the complaint; and
- clear reasons for decisions.

**Your responsibilities as a person making a complaint**

In making a complaint it is important to:

- raise issues in a timely manner;
- treat our staff with respect and courtesy;
- provide accurate and concise information in relation to the issues raised;
- use these procedures fully and engage with them at the appropriate levels.

**Rights of parties involved during the investigation**

Where a meeting is arranged the complainant may be accompanied but not represented by another person.

This Procedure does not take away from the statutory rights of any of the participants.

**Timeframes**

Where concerns are raised with the relevant Teacher or Principal, a response will normally be provided during the meeting or within an agreed timeframe.

**Stage 1** – Normally acknowledge within 5 school working days, response normally within 20 school working days.

**Stage 2** – Normally acknowledge within 5 school working days, response normally within 20 school working days.

If, for any reason, the review of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.

***These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

**Equality**

The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process.

**Unreasonable Complaints**

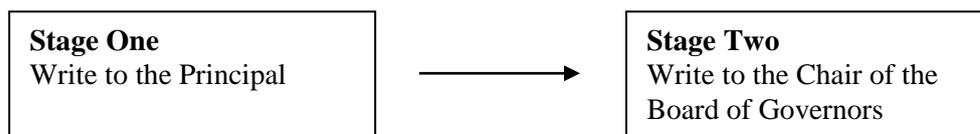
The school is committed to dealing with all complaints fairly and impartially, and to providing a high quality service to those who complain.

There will be occasions when, despite all stages of the complaints procedure having been completed and the complaint having been reviewed by the Ombudsman, the complainant remains dissatisfied. If they try to re-open the same issue, the Chair of Governors will inform them that the procedure has been completed and that the matter is now closed.

If the complainant repeatedly continues to contact the school with the same issue it may choose not to respond.

LARNE GRAMMAR SCHOOL  
**COMPLAINTS POLICY AND**  
**PROCEDURE**

**Complaints Procedure**



**Time Limit**

Please contact the school as soon as possible. Unless there are exceptional circumstances, complaints will normally only be considered within 6 months of origin of the complaint to the school.

**Stage One**

When making a complaint, contact the school Principal who will arrange for the complaint to be investigated. *If the complaint is about the Principal, proceed to Stage Two.* The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

Please provide as much information as possible including;

- name and contact details
- what the complaint is about
- what has already been done to try to resolve it and
- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged within 5 school working days and a response normally made within 20 school working days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld.

***These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2, which is overseen by the Board of Governors.

**Stage Two**

If the complaint is unresolved after Stage One, write to the Chair of the Board of Governors (*c/o the school and marked 'private and confidential'*). If the Chairperson of the Board of Governors is the subject of the complaint, you should write to the Secretary of the Board of Governors.

Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process.

Your written complaint should be as concise as possible and address specifically the issue or issues that are of concern to you. Please provide as much detail as possible, as indicated above.

The Chair will be responsible for referring your complaint to a Committee of the Board of Governors, which will investigate and respond to your complaint. The Committee will have a minimum of 3 voting members. The investigation may require you to meet the Committee of the Board of Governors. Again, a mutually convenient time will be arranged. The Committee will also talk to other parties relevant to the complaint.

The complaint will normally be acknowledged within 5 school working days and a final response normally made within 20 school working days from date of receipt of the complaint. The response will be issued in writing by the Chairperson of the Committee.

***These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.***

LARNE GRAMMAR SCHOOL  
**COMPLAINTS POLICY AND**  
**PROCEDURE**

**Northern Ireland Public Services Ombudsman (NIPSO)**

If, following Stage Two, you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO). The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received a poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the School. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.

Contact details for NIPSO are:

**Northern Ireland Public Services Ombudsman**  
Office of the Northern Ireland Public Services Ombudsman  
Progressive House  
33 Wellington Place  
Belfast  
BT1 6HN

Freepost: FREEPOST NIPSO

Telephone: 02890 233821  
Freephone: 0800 34 34 24

Email: [nipso@nipso.org.uk](mailto:nipso@nipso.org.uk)  
Web: [www.nipso.org.uk](http://www.nipso.org.uk)