# HOMEFIELD PREPARATORY SCHOOL

## Complaints Policy

**This policy also applies to the EYFS**

| Updated | Review Date | Version |
|---|---|---|
| June 2026 | June 2028 | 2026.01 |

**Signed:** Ms M Gardiner Boiling (Chair of Governors)

**Introduction**

Homefield Preparatory School has long prided itself on the quality of the teaching and pastoral care provided to its pupils and the maintenance of good relationships between pupils and staff, and staff and parents. Occasionally, things go wrong. When they do, we encourage parents to raise concerns early so they can be dealt with effectively and informally. However, if parents do have a complaint, they can expect it to be treated by the school with care and in accordance with this procedure. This procedure sets out how parents can raise complaints.

Homefield Preparatory School makes its complaints procedure available to all parents of pupils and of prospective pupils on the school's website and in the school office during the school day. Homefield Preparatory School will ensure that parents of pupils and of prospective pupils who request it are made aware that this document is published or available and of the form in which it is published or available.

This complaints procedure does not apply to matters which have been dealt with under the procedures set out in our Behaviour Policy or to the termination of the parent contract in accordance with its terms.

In accordance with paragraph 32(1)(b) of Schedule 1 to the Education (Independent School Standards) Regulations 2014, Homefield Preparatory School will also make available, on request, to Ofsted, the Department for Education (DfE) or the Independent Schools Inspectorate (ISI), details of this Complaints Procedure and the number of complaints registered under the formal procedure during the preceding school year.

Although this Procedure is made available to parents of prospective pupils, it is not available for use by them; it may only be used by parents of current pupils.

"Parent(s)" means the holder(s) of parental responsibility for a current pupil about whom the complaint relates.

**What Constitutes a Complaint?**

A complaint is an expression of dissatisfaction with a real or perceived problem. It may be made about the school as a whole, about a specific department or about an individual member of staff, and any matter about which a parent is unhappy and seeks action by the school is within the scope of this procedure. A complaint is likely to arise if a parent believes that the School has done something wrong, failed to do something that it should have done or has acted unfairly.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. The School is here for your child and you can be assured that your child will not be penalised for a complaint that you, or your child, raises in good faith.

**The Three-Stage Complaint Procedure**

**Stage 1 - Informal Resolution**

- It is hoped that most complaints and concerns will be resolved quickly and informally.

- If parents have a complaint, they should normally contact their son's Form Teacher/Tutor. In many cases, the matter will be resolved straight away by this means to the parents' satisfaction. If the Form Teacher/Tutor cannot resolve the matter alone it may be necessary for him/her to consult a Head of Department, Head of Year, one of the Deputy Heads (Pastoral/Academic) or the Head.

- Complaints made directly to a Head of Department, Head of Year, one of the Deputy Heads or the Head will usually be referred to the relevant Form Teacher/Tutor unless the Head of Department,, Head of Year, one of the Deputy Heads or the Head deems it appropriate for him/her to deal with the matter personally.

- The Form Teacher/Tutor will make a written record of all concerns and complaints and the date on which they were received. Should the matter not be resolved within 5 working days or in the event that the Form Teacher/Tutor and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

- If, however, the complaint is against the Head, parents should make their complaint directly to the Chair of Governors, who can be contacted through the Clerk to the Governors.

**Stage 2 - Formal Resolution**

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Head will meet with/speak to, the parents concerned, normally within 5 working days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage.

- It may be necessary for the Head to carry out further investigations.

- The Head will keep written records of all meetings and interviews held in relation to the complaint.

- Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his decision. In most cases, the Head will make his decision and provide the parents with reasons within 15 working days of the complaint

being put in writing.

- If the Complainant is still not satisfied, they should write to the Chair of Governors giving full details of the complaint and the reason why they remain dissatisfied with previous attempts to resolve the complaint. The request must be received within 10 working days of the date the letter was received from the Head.

- If the complaint is against the Head or a letter has been received explaining why the complainant is still dissatisfied with previous attempts to resolve the complaint, the Chair of Governors or their nominee will call for a full report from the Head and for all the relevant documents. The Chair of Governors or their nominee may also call for a briefing from members of staff, and will in most cases, speak to or meet with the parents to discuss the matter further. Once the Chair of Governors or their nominee is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of the decision in writing. This will normally be within 20 working days of receipt of the letter to the Chair. The Chair of Governors or their nominee will give reasons for his decision.

- If parents are still not satisfied with the decision, they should proceed to Stage 3 of this procedure.

**Stage 3 - Panel Hearing**

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution) they should do so in writing to the Bursar within 10 days of receiving the decision at Stage 2, setting out their grounds of appeal. Any supporting evidence which the parents wish to rely on should also be provided with their grounds of appeal.

- The Bursar, who has been appointed by the Governors to call hearings of the Complaints Panel, will then refer the appeal to the Complaints Panel for consideration. The Panel will consist of three persons not directly involved in the matters detailed in the complaint and one of whom shall be independent of the management and running of the school. The Bursar will appoint one Panel member to act as Chair of the Panel. The Bursar, on behalf of the Panel, will then acknowledge the complaint within 5 working days and schedule a hearing to take place within 20 working days.

- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing or further investigation be carried out. Copies of such particulars shall be supplied to all parties normally not later than 5 working prior to the hearing.

- The parents may attend the hearing and be accompanied to the hearing by one other person if they wish. The Head shall also be entitled to be accompanied to the hearing by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate. The Panel will decide whether it would be helpful for witnesses to attend.

- The manner in which the hearing is conducted shall be at the discretion of the Panel.

- If possible, the Panel will resolve the parents' complaint without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.

- After due consideration of all facts they consider relevant, **the Panel will make findings as to whether or not the Stage 2 decision was a reasonable one and accordingly decide whether to**:

  - Dismiss the complaint(s) in whole or in part;

  - Uphold the complaint(s) in whole or in part; and

  - May make recommendations.

The Panel will write to the parents informing them of its decision and the reasons for it, within 5 working days of the hearing (although additional time may be required if it is necessary to carry out further investigations following the hearing). The decision of the Panel will be final. A copy of the Panel's findings and recommendations (if any) will be sent by electronic mail or otherwise given to the parents, and, where relevant, the person complained about, as well as the Chair of Governors and the Head. A copy of the Panel's findings and recommendations (if any) will also be available for inspection on the school premises by the Chair of Governors and the Head.

**Timeframe for Dealing with Complaints**

All complaints will be handled seriously, sensitively and within clear and reasonable timescales.

It is in everyone's interest to resolve a complaint as speedily as possible: the school's target is to complete the first two stages of the procedure within 20 working days. Stage 3, the Panel Hearing, will be completed within a further 20 working days.

Please note that, for the purposes of this procedure, working days refers to weekdays (Monday to Friday) during term time, excluding bank holidays. This means that during School holidays it may take longer to resolve a complaint although the School will do what is reasonably practicable to avoid undue delay.

**Recording Complaints and use of personal data**

**Following resolution of a complaint, the School will keep a written record of all formal complaints, whether they are resolved at the Stage 1 (informal stage), the formal stage (Stage 2) or proceed to a Panel hearing (Stage 3) and any action taken by the School as a result of the complaint (regardless of whether the complaint is upheld**).

The School processes data in accordance with its Privacy Notice. When dealing with complaints the School (including any Panel member appointed under the Stage 3 process) may process a range of information, which is likely to include the following:

- Date when the issue was raised
- Name of parent
- Name of pupil
- Description of the issue
- Records of all the investigations (if appropriate)
- Witness statements (if appropriate)
- Name and contact details of member (s) of staff handling the issue at each stage
- Copies of all correspondence on the issue (including emails and records of phone conversations)
- Notes and minutes of the hearing, and
- The Panel's written decision

This may include 'special category personal data' (as further detailed in the School's Privacy Notice and Data Protection policy, but potentially including, for instance, information relating to physical or mental health) where this is necessary owing to the nature of the complaint. This data will be processed in accordance with the School's Data Protection Policy

The School will keep records of formal complaints and Complaints Panel hearings, as required by regulation. It will do so in accordance with its Privacy Notice and Retention of Records policy. **Correspondence, statements 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 Education and Skills Act 2008 requests access to them.**

**For the academic year 2024/2025 the School received 0 stage 2 complaints**
**For the academic year 2024/2025 the School received 0 stage 3 complaints**
**Requirements under the Statutory Framework for the EYFS**

Parents of EYFS children should follow the three stages of this Complaints Procedure. If parents remain dissatisfied and their complaint is about the School's fulfilment of the EYFS requirements, then parents may take their complaint to the ISI or Ofsted. Parents will be notified by ISI or Ofsted of the outcome of the investigation into their complaint within 28 days of the complaint being received.

Homefield Preparatory School will provide ISI/Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint. The record of any such complaints will be kept in accordance with its Privacy Notice and Retention of Records Policy.

Parents may complain directly to Ofsted or to ISI if they believe the provider is not meeting the EYFS requirements. Schools must make available details of how to contact Ofsted and/ or the ISI:

Ofsted can be contacted on 0300 123 4666 or by email: enquiries@ofsted.gov.uk
Ofsted, Clive House, 70 Petty France, London SW1H 9EX

ISI can be contacted on 020 7600 0100 or by email: concerns@isi.net.
ISI, CAP House, 9-12 Long Lane, London EC1A 9HA

**Complaints Statistics Academic Year 2025/26**

| Number of Stage 3 complaints registered under the formal complaints policy for the preceding school year: |
|---|
| 0 |