



Queen Victoria School Complaints Policy

(includes Exclusions)

1. Introduction

1.1 At Queen Victoria School (QVS) we operate an open policy and treat all complaints seriously and sensitively. Confidentiality is respected and knowledge of the issue is restricted to those directly involved. Resolution of the matter is sought and where complaints are found to be justified, appropriate action is taken.

1.2 Please note that a record of all complaints and outcomes will be kept by QVS. Anonymous complaints may be received from complainants who do not wish to be identified. They will be recorded by the School but it is at the Head's discretion as to what action, if any, should be taken.

1.3 Complaints regarding Child Protection will, as a matter of course, be investigated.

2. Complaint Levels

2.1 **There are four levels within the QVS Complaints process.**

LEVEL ONE:

Informal complaint or concern raised in conversation, over the phone or by email.

Complaints will be acknowledged within 5 working days, if provided in writing.

Following investigation of the complaint the School will write to parents as soon as possible advising of the outcome and explaining reasons for any actions taken.

- Concern raised by parent, child or staff member
- Handled by appropriate line management (Principal Teacher, Housemaster/mistress, Depute Head, School Business Manager or Head)
- Information gathering exercise takes place
- Evidence is reviewed
- Decision is made and action points agreed (if any)
- Feedback given
- Review any action points with member of staff within 1 month

LEVEL TWO:

Formal complaint, raised in writing using the School's complaints form at the Annex to this policy - (Form can be found on the School website: Contact Us "Feedback").

Complaints of this nature will be acknowledged within 5 working days.

Following investigation of the complaint the School will write to parents as soon as possible advising of the outcome and explaining reasons for any actions taken.

- Complaint should be addressed to the Head
- Head delegates to the appropriate person for investigation
- Evidence will be gathered and reviewed
- Recommendations for further action brought to SLT
- SLT makes decision to uphold or not
- Phone call to parent by Head or investigator and Head to write to parents with result
- Information shared with all relevant parties

LEVEL THREE:

You are unhappy with the School's decision or the complaint involves the Head

Complaints of this nature will be acknowledged within 5 working days.

Following investigation of the complaint the School will write to parents as soon as possible advising of the outcome and explaining reasons for any actions taken.

- Complaint to be formalised, in writing, through the School Business Manager (SBM), in his role as Secretary to the Board of His Majesty's Commissioners (HMC).
- SBM contacts Chair of HMC with details
- Panel of HMC reviews evidence and gathers more as necessary
- Chair of HMC writes to parents with decision, through the SBM

LEVEL FOUR:

Further complaints

It is the right of an individual to approach those below directly at any point within the complaints process. However, we would encourage complainants to follow the School's internal process in the first instance, as an effective resolution at this level is in the best interests of all concerned.

3. Contact Details

- a. The Headteacher
Queen Victoria School
Perth Road
DUNBLANE
FK15 0JY
Tel: 0131 310 2901
E-mail: qvs.head@modschools.org

- b. The Chair of His Majesty's Commissioners
c/o The Secretary to the Board of Her Majesty's Commissioners
Queen Victoria School
Perth Road
DUNBLANE
FK15 0JY
Tel: 0131 310 2902
E-mail: nigel.cunningham@modschoools.org

- c. Assistant Head (Education-Standards-Professional Development)
Defence Children Services
Building 183
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE
E-mail: andy.yeoman@modschoools.org