



## *La Petite Ecole Française*

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Directrice de l'école: Camie Steuer

Directrice Administrative: Sarah Silvestre

### COMPLAINTS PROCEDURE

#### INTRODUCTION

La Petite Ecole Française prides itself in creating a nurturing and homely environment for its young pupils. Key to its success is good communication between the management/teachers and the parents. The school aims to optimise the relationship between parents and educational staff by taking into consideration remarks and feedback from parents in order to improve the quality of education and life at school. There is a suggestions box prominently placed outside the school so that parents can make comments anonymously.

The main purpose of a complaint procedure is to solve problems and to give parents a means to raise issues of concern and to have them addressed. The requirement to have a complaints procedure need not in any way undermine efforts to resolve the concern informally. The school encourages informal discussion as the best method of resolving any issues.

Complainants should be treated respectfully by the members of staff during and after the course of any complaints investigation.

All members of staff should be aware of the complaints procedure and understand:

- The importance of attempting to resolve problems before they become formal complaints.
- The importance of treating complaints respectfully.

#### STAGE 1 (INFORMAL)

Many minor complaints can be resolved quickly and informally. There are many occasions when concerns are resolved straightaway by the class teacher (depending upon the nature of the complaint).

The procedure should start with a parent-teacher meeting and unless there are exceptional circumstances there should always be full discussion at the informal stage. Parents should contact the teacher and arrange the meeting to resolve the complaint.

#### STAGE 2 (INFORMAL)

If the complaint has not been resolved at the first meeting, the parents should contact the Directrice Administrative/Deputy Head within 7 days. The Deputy Head is responsible for parent liaison. The Deputy Head will, in most cases, resolve the matter to the satisfaction of all concerned without recourse to the formal stage.

#### STAGE 3 (INFORMAL)

If the Deputy Head cannot resolve the complaint informally, the complainant should write an email/complaint letter addressed to the Head teacher.

Then, within 7 days, the Head teacher will organise a meeting with all the staff to discuss the matter and find solutions.

#### STAGE 4 (FORMAL)

If the Head cannot resolve the complaint informally, the complainant should write an email/complaint letter addressed to the Proprietor, Devika Malik within 7 days.

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Reviewed: DM 26/08/23

Then, within 7 days, the Proprietor will organise a meeting with all the staff to discuss the matter and find solutions.

### **STAGE 5 (FORMAL):**

If the matter can not be resolved by the Proprietor, then a committee meeting will be set up by the proprietor within 14 days with a panel.

The Panel will consist of:

- The staff or part of it
- The complainant who can be accompanied
- At least 2 independent persons

This Panel will debate about the problem, and try and find solutions.

The committee will then conclude by deciding new remedial actions to be taken and send a letter to the complainant. The person complained about (if applicable) will be given a copy of the panel's findings and recommendations. In both cases, a written communication will be made by e-mail or as a written letter with 7 days.

The Panel's findings and recommendations must be available on the school premises for inspection by the Proprietor, the Head teacher and Deputy Head.

The committee will take the final decision:

- Dismiss the complaint in whole or in parts.
- Uphold the complaint in whole or in parts.
- Take remedial actions to resolve the complaint:
  - 1/ an appropriate expression of regret
  - 2/ providing the solution desired by the complainant
  - 3/ changing the procedures to avoid future problems

The head teacher will then report the complaint in the "Complaints Log" which contains:

- name of complainant
- pupil's name
- complainant's relationship with the pupil
- address
- telephone numbers
- details of the complaint
- actions taken to try and resolve the complaint
- actions, which should be taken next
- documents attached
- signature date

The complainant will receive a letter relating the conclusions of the meeting.  
Remedial actions will be applied.

**Records will be kept confidential and secure.**

**Records will be held for 3 year.**

## **Timescale**

### **INFORMAL STAGE**

**Stage 1** Complaint to the teacher

**Stage 2** Complaint to the Deputy Head, if the Teacher's answer is not satisfactory

**Stage 3** Complaint to the Head Teacher, if the Deputy Head's answer is not satisfactory

### **FORMAL STAGE**

#### **Stage 4**

**Day 1** Complaint letter handed over to the Proprietor

**Day 7** Meeting with complainant, Proprietor, Staff and Head teacher and/or Deputy Head to resolve the problem

**Day 14** Decision from the meeting given by Proprietor to complainant

#### **Stage 5**

**Day 28** Meeting between complainant, proprietor, staff and an independent panel.

**Day 35** Final panel decision given in writing.

**Number of complaints in the year 06/07: none**

**Number of complaints in the year 07/08: none**

**Number of complaints in the year 08/09: none**

**Number of complaints in the year 09/10: none**

**Number of complaints in the year 10/11: none**

**Number of complaints in the year 11/12: none**

**Number of complaints in the year 12/13: none**

**Number of complaints in the year 13/14: none**

**Number of complaints in the year 14/15: none**

**Number of complaints in the year 15/16: none**

**Number of complaints in the year 16/17: none**

**Number of complaints in the year 17/18: none**

**Number of complaints in the year 18/19: none**

**Number of complaints in the year 19/20: none**

**Number of complaints in the year 20/21: none**

**Number of complaints in the year 21/22: none**

**Number of complaints in the year 22/23: none**