



New Way Tuition

Complaints Procedures Policy

This policy operates in conjunction with the following internal policies: Records Management Policy, Child Protection and Safeguarding Policy, Grievance Policy and the Whistleblowing Policy

Written by: Managing Director, Mandy Ward on 6th January 2025.

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Statement of intent

New Way Tuition is dedicated to resolving complaints promptly and fairly while maintaining high-quality education and services. This policy ensures complaints are handled straightforwardly, impartially, and confidentially to deliver appropriate resolutions.

Any individual, including members of the public, may file a complaint regarding New Way Tuition's facilities or services.

Once a complaint has been made, it can be resolved or withdrawn at any stage. The Managing Director (Mandy Ward) will be the first point of contact when following the complaints procedure.

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Education Act 2002
- Freedom of Information Act 2000
- Immigration Act 2016
- Equality Act 2010
- UK General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- The Education (Pupil Information) (England) Regulations 2005

This policy has also due regard to guidance including, but not limited to, the following:

- DfE (2021) 'Best practice guidance for school complaints procedures 2020'
- HM Government (2016) 'Code of Practice on the English language requirement for public sector workers'

This policy operates in conjunction with the following school policies:

- Records Management Policy
- Child Protection and Safeguarding Policy
- Grievance Policy
- Whistleblowing Policy

1. Definitions

For the purpose of this policy, a "**complaint**" can be defined as 'an expression of dissatisfaction' towards the actions taken or a perceived lack of action taken.

Complaints can be resolved formally, through this procedure, or informally dependent on the complainant's choice.

A “**concern**” can be defined as ‘an expression of worry or doubt’ where reassurance is required. For the purpose of this policy, concerns will be classed and addressed as complaints.

Any complaint or concern will be taken seriously, whether formally or informally, and the appropriate procedures will be implemented.

A “**grievance**” is an issue raised by a member of staff where they feel the organisation has not implemented a policy or process fairly or properly. Grievances will be dealt with in line with the organisation's **Grievance Policy**.

For the purpose of this policy, “**unreasonable complaints**” include:

Vexatious complaints:

- Are obsessive, persistent, harassing, prolific, repetitious.
- Insist upon pursuing unmeritorious complaints
- Insist upon pursuing meritorious complaints in an unreasonable manner.
- Are designed to cause disruption or annoyance.
- Demand for redress which lacks any serious purpose or value.

Serial or persistent complaints:

- Are duplicated, sent by the same complainant once the initial complaint has been closed.

Serial or persistent complaints will only be marked as ‘serial’ once the complainant has completed the complaints procedure. It is the complaint that will be marked as ‘serial’, meaning the complainant can complain about a separate issue if necessary.

For the purpose of this policy, “**duplicate complaints**” are identical complaints received from a complainant's spouse, partner, grandparent or child. These complaints will not be addressed again, the individual making the second complaint will be informed that the complaint has been dealt with on a local level and if they are dissatisfied with the result, they can appeal to the DfE.

Any new details provided by a complainant's spouse, partner, grandparent or child, will be investigated and dealt with in line with the complaint's procedure.

Roles and responsibilities

The complainant will:

- Cooperate with the organisation in seeking a solution to the complaint.

- Express the complaint and their concerns in full at the earliest possible opportunity.
- Promptly respond to any requests for information or meetings.
- Ask for assistance as needed.
- Treat any person(s) involved in the complaint with respect.

The complaints co-ordinator will:

- Ensure that all parties involved in the complaint are fully updated throughout each stage of the procedure.
- Guarantee that all parties involved in the procedure are aware of any relevant legislation, including the Equality Act 2010, UK GDPR, Data Protection Act 2018 and Freedom of Information Act 2000.
- Keep up-to-date records throughout the procedure – these records will be kept securely on the organisation’s ICT system.
- Liaise with all parties involved to ensure the complaints procedure runs smoothly, including the managing director, clerk.
- Ensure, where the complainant is dissatisfied with the response, they are allowed to escalate it to the next stage and are provided the opportunity to complete the complaints procedure in full.
- Be aware of issues with regards to sharing third party information.
- Understand the complainant’s need for additional support, including interpretation support, and will be aware of any issues concerning this.

The investigator is involved in stages one and two of the procedure. Their role includes:

- Providing a sensitive and thorough interviewing process of the complainant to establish what has happened and who is involved.
- Considering all records, evidence and relevant information provided.
- Interviewing all parties that are involved in the complaint, including staff and pupils.
- Analysing all information in a comprehensive and fair manner.
- Liaising with the complainant and complaints co-ordinator to clarify an appropriate resolution to the problem.
- Identifying and recommending solutions and courses of actions to take.
- Being mindful of timescales and ensuring all parties involved are aware of these timescales.
- Responding to the complainant in a clear and understandable manner.

The panel chair will:

- Ensure that minutes of the hearings are taken on every occasion.
- Explain the remit of the panel to the complainant.

- Ensure that all issues are addressed and that outcomes are reached based on facts and evidence.
- Help to put at ease and console individuals involved who are not used to speaking at such hearings, particularly any pupils involved.
- Conduct the hearing in an informal manner, ensuring that everyone is treated with respect and courtesy.
- Ensure that the room's layout and setting is informal and non-adversarial yet still sets the appropriate tone.
- Confirm that no member of the panel has previously been involved in the earlier stages of the procedure or has an external interest in the outcome of the proceedings.
- Give both the complainant and the organisation the opportunity to state their case and seek clarity without undue interruption.
- Provide copies of any written material or evidence to everyone in attendance of the meeting, ensuring that everyone has seen the necessary material.
- Organise a short adjournment of the hearing if required.
- Continuously liaise with the clerk and complaints co-ordinator to ensure the procedure runs smoothly.
- Help to provide the support necessary where the complainant is a child.

All panel members will be aware that:

- The review panel hearing is independent and impartial.
- No individual with prior involvement in the complaint, or the circumstances surrounding it, is permitted to sit on the panel.
- The aim of the panel is to achieve a reasonable resolution and, ultimately, attain reconciliation between the parties involved.
- Reconciliation between the organisation and complainant is not always achievable, and that it may only be possible to establish facts and make recommendations to reassure the complainant that their case has been taken seriously.
- The panel can:
 - Dismiss or uphold the complaint, in whole or in part.
 - Decide on appropriate action to be taken.
 - Recommend changes that the organisation can make to prevent reoccurrence of the problem.
- Complainants may feel nervous or inhibited in a formal setting and, therefore, the proceedings should be as welcoming as possible.
- When a child is present at the hearing, extra care needs to be taken to ensure that the child does not feel intimidated, as well as ensuring the child's view is represented equally.

The panel clerk will:

- Continuously liaise with the complaints co-ordinator.
- Record the proceedings.
- Set the date, time and venue of all hearings, ensuring that this is appropriate, convenient and accessible to all parties involved.
- Collate all written material or evidence involved and send it to the parties involved in timely advance of the hearing.
- Greet all parties as they arrive at the hearing.
- Ensure that the minutes of the panel hearing are circulated.
- Notify the relevant parties of the panel's decision and any other actions to be taken.

Making a complaint

Complaints can be submitted in writing, in person, or electronically. Complainants must provide clear details and any supporting evidence. Complaints will be processed in compliance with the **Freedom of Information Act 2000** and **Data Protection Act 2018**.

The organisation will ensure the complaints procedure is:

- Easily accessible and publicised on the organisation's website.
- Simple to understand and put into practice.
- Impartial and fair to all parties involved.
- Respectful of confidentiality duties.
- Continuously under improvement, using information gathered during the procedure to inform the organisation's SLT.
- Fairly investigated, by an independent person when necessary.
- Used to address all issues to provide appropriate and effective responses where necessary.

Complaints are expected to be made as soon as possible after an incident arises to amend the issue in an appropriate timescale.

The organisation upholds a three-month time limit in which a complaint can be lodged regarding an incident. Complaints made outside this time limit will not be automatically refused and exceptions will be considered. In the case of any timescales changing, all parties involved will be informed of the changes in a timely manner.

Complaints should be made using the appropriate channels of communication, including the use of the [Complaints Procedure Form](#).

All complaints shall be considered, whether they are made in person, by telephone, in writing, electronically via email, or via a third party (such as the Citizen's Advice Bureau).

A complaint can progress to the next stage of the procedure even if it is not viewed as “justified”. All complainants are given the opportunity to fully complete the complaints procedure.

Any complaint made against a member of staff will be initially dealt with by the Managing Director Mandy Ward. Under some circumstances, it may be necessary to deviate from the complaint’s procedure. Any deviation will be documented.

Information about a complaint will not be disclosed to a third party without written consent from the complainant.

Complaint’s procedure

Stage one – Informal concern made to a member of staff

A complaint may be made in person, by telephone or in writing.

The member of staff the complaint has been made against can discuss the concern with the headteacher or complaints co-ordinator to seek support.

To prevent any later challenge or disagreement over what was said, brief notes of meetings and telephone calls are kept, and a copy of any written response is added to the record. These notes are kept securely on the organisations ICT system and, where appropriate, encrypted.

If the concern is about the Director Mandy Ward, the Business Manager Rebbeca Lain should be informed and will need to handle the complaint. The complainant can then be referred to the Director Mandy Ward.

Within **15** working days, the complainant and the relevant member of staff should discuss the issue in a respectful and informal manner to seek a mutual resolution.

At this stage, the complainant will be asked what they think might resolve the issue – any acknowledgement that the organisation could have handled the situation better is not an admission of unlawful or negligent action.

If an appropriate resolution cannot be sought at this informal level, or if the complainant is dissatisfied with the outcome following the initial discussions, the complainant may wish to proceed to the next level of the procedure.

Stage two – Formal complaint made to the headteacher

Stage two of the process will be completed within **15** working days. Where the situation is recognised as complex, and it is deemed to be unable to be resolved within this timescale, the Director Mandy Ward, will contact the complainant to inform them of the revised target date via a written notification.

An appointment with the Director Mandy Ward should be made, as soon as reasonably practical, to avoid any possible worsening of the situation.

If the complaint is against the managing director, the complainant will initially need to write, in confidence, to another director or SLT. The chair will seek to resolve the issue informally, e.g. by arranging a meeting with the complainant within **15** days, before moving directly to stage three of the procedure.

Where the manager director has made reasonable attempts to accommodate the complainant with dates for a complaint meeting and they refuse or are unable to attend, the meeting will be convened in their absence and a conclusion will be reached in the interests of drawing the complaint to a close.

Where there are communication difficulties, the complaint may be made in person or via telephone.

To prevent any later challenge or disagreement over what was said, brief notes of meetings and telephone calls are kept, and a copy of any written response is added to the record. These notes are kept securely on the organisations ICT system and, where appropriate, encrypted.

In terms of a complaint being made against a member of staff, the Director Mandy Ward will discuss the issue with the staff member in question. Where necessary, the Director Mandy Ward will conduct interviews with any relevant parties, including witnesses and pupils, and take statements from those involved.

All discussions shall be recorded by the Director Mandy Ward and findings and resolutions will be communicated to the complainant either verbally or in writing.

Once all facts are established, the Director Mandy Ward shall contact the complainant in writing with an explanation of the decision. The complainant will be advised of any escalation options (e.g., escalation to stage three) and will be provided with details of this process.

The complainant will also be provided with copies of minutes, subject to any necessary redactions under the **Data Protection Act 2018** and the **UK GDPR**.

Any further action the organisation plans to take to resolve the issue will be explained to the complainant in writing.

If the complainant is not satisfied with the outcome suggested, the procedure will progress to stage three.

Stage three – Investigation by the manager director

The complainant should submit any complaint in respect of the managing director investigation in writing (or via an alternative method if necessary) to the SLT members.

The SLT will carry out an investigation and consider all available evidence.

The complainant and the managing director will be informed of the outcome within **20** working days of SLT receiving the complaint. The complainant will be advised of any escalation options, e.g. escalation to stage four, and will be provided with details of this process.

The complainant will also be provided with copies of minutes, subject to any necessary redactions under the **Data Protection Act 2018** and the **UK GDPR**.

If the complainant is not satisfied with the way the process has been followed, considers the decision to be perverse, or believes that the Director Mandy Ward has acted unreasonably, they may request that SLT reviews the complaint (stage four).

Stage four – Complaint’s appeal panel (CAP)

Following receipt of a stage three outcome, the complaint should be made in writing to the manager director within **10** working days.

Where there are communication difficulties, the complaint may be made in person or via telephone.

To prevent any later challenge or disagreement over what was said, brief notes of meetings and telephone calls are kept, and a copy of any written response is added to the record. These notes are kept securely on the organisations ICT system and, where appropriate, encrypted.

Written acknowledgement of the complaint will be made within three working days. This will inform the complainant that a CAP will hear the complaint within 20 working days.

Neither the school nor the complainant should bring legal representation to the CAP proceedings; however, there are occasions where legal representation may be appropriate, e.g. where a member of staff or temporary worker is a witness in a complaint, they may be entitled to bring union or legal representation.

If the complainant believes there is likely to be bias in the proceedings, they reserve the right to request an independent panel – complainants should provide evidence to support their request. Where the appearance of bias is sufficient to taint the decision reached, the request will likely be granted by the governing board.

Where an independent panel is arranged on an ad-hoc, informal basis.

Where appropriate, the clerk will ask for support from the LA.

Five days’ notice will be given to all parties attending the CAP, including the complainant.

Prior to the hearing, director/SLT will have written to the complainant informing them of how the review will be conducted.

At the hearing, all participants will be given the opportunity to put their case across and discuss any issues.

The CAP will consider issues raised in the original complaint and any issues which have been highlighted during the complaint's procedure.

The meeting should allow for:

- The complainant to be present and accompanied at the hearing if they wish.
- The complainant to explain their complaint and the managing director/director to explain the reasons for their decision.
- The complainant to question the directors, and vice versa, about the complaint.
- Any evidence, including witnesses who have been prior approved by the chair of the CAP, to be questioned.
- Members of the CAP to question both the complainant and the Director Mandy Ward
- Final statements to be made by both parties involved.

The complainant will receive a written response explaining the panel's findings and recommendations within **15** working days. This letter will also explain whether there are any further rights of appeal and to whom they need to be addressed.

Where relevant, the person complained about will receive a summary of the panel's findings and recommendations. They will also receive a copy of the minutes, subject to any necessary redactions under the **Data Protection Act 2018** and the **UK GDPR**.

2. Interviewing witnesses

When interviewing pupils to gather information regarding a complaint, the interview should be conducted in the presence of another member of staff or, in the case of serious complaints, e.g. where the possibility of criminal investigation exists, in the presence of their parents.

The organisation will ensure that the conduction of interviews does not prejudice an LA designated officer's (LADO), or police, investigation.

The organisation understands the importance of ensuring a friendly and relaxed area which is free from intimidation.

All pupils interviewed will be made fully aware of what the interview concerns and their right to have someone with them.

Staff are allowed a colleague to support them at their interview. The colleague must not be anyone likely to be interviewed themselves, including their line manager.

The interviewer will not express opinions in words or attitude, so as to not influence the interviewee.

The interviewee will sign a copy of the transcription of the interview.

3. Recording a complaint

A written record shall be kept of any complaint made, whether made via phone, in person or in writing, detailing:

- The main issues raised, the findings and any recommendations.
- Whether the complaint was resolved following an informal route, formal route or panel hearing.
- Actions taken by the organisation as a result of the complaint (regardless of whether the complaint was upheld).

All records are made available for inspection at the organisation's premises by the proprietor and the director.

The organisation holds the right to use recording devices, where appropriate, to ensure all parties involved can review the discussions at a later date.

Where there are communication difficulties or disabilities, the organisation may provide recording devices to ensure the complainant is able to access and review the discussions at a later point.

Recording devices will not be used without the prior consent of all parties.

Where the organisation allows complainants to record meetings, the following will be considered:

- How any decision to allow recordings may affect any third parties called to act as witnesses
- The impact and consequences on the individuals involved in the complaint in the event that recordings are lost or leaked.

New Way Tuition will not accept, as evidence, any recordings that were obtained covertly and without the informed consent of all parties being recorded.

Details of any complaint made shall not be shared with anyone.

Complainants have a right to access copies of these records under the UK GDPR and the Freedom of Information Act 2000.

The organisation will hold all records of complaints centrally. Correspondence, statements, and records relating to individual complaints are kept confidential except where the Secretary of State or a body conducting an inspection request to access them.

4. Complaints not covered by this procedure

Complaints regarding the following topics should be directed to the LA:

- Statutory assessments of SEND
- School re-organisation proposals
- Admissions to schools

Complaints about child protection matters will be handled in line with the organisation's Child Protection and Safeguarding Policy and in accordance with relevant statutory guidance.

Any child protection complaints should be directed to the LADO or the multi-agency safeguarding hub (MASH).

Complaints concerning admissions will be directed to the appropriate admissions authority.

Complaints regarding exclusions

The organisation has an internal whistleblowing procedure for all employees, including contractors and temporary staff outlined in the **Whistleblowing Policy**.

Volunteers who have concerns about the organisation a member of staff should make their complaint in line with this policy. Volunteers may also be able to complain to the LA, depending on what the complaint is about.

Staff grievances and disciplinary procedures will be dealt with in line with the **Grievance Policy**. In these cases, complainants will not be informed of the outcome of any investigations; however, they will be notified that the matter is being addressed.

This complaints procedure is not to be used when addressing any complaints made about services provided by a third party who may use the organisation premises or facilities. The directors will ensure all third-party suppliers have their own complaints procedures in place, and all complaints concerning this should be directed to the service provider.

Complaints about how the organisation delivers the curriculum, including RE and RSE, will be dealt with using this complaints procedure.

Requests for information and issues with the organisation's process for dealing with FOI requests, will be dealt with in accordance with the Freedom of Information Policy.

5. Exceptional circumstances

The DfE expects complainants to have completed the organisations complaints procedure before directing a complaint to them. The exceptions to this include when:

- Pupils are at risk of harm.
- Pupils are missing education.

A complainant is being prevented from having their complaint progress through the organisation's complaints procedure.

The LA has evidence that the organisation is proposing to act or is acting unlawfully or unreasonably.

If a social services authority decides to investigate a situation, the managing director may postpone the complaints procedure.

Where a matter can be resolved through a legal appeal, it will not be considered as a formal complaint. The key areas are: admissions decisions, certain decisions relating to formal assessment of SEND, and decisions to permanently exclude a child.

If a complainant commences legal action against the organisation in relation to their complaint, the organisation will consider whether to suspend the complaints procedure, until those legal proceedings have concluded.

Managing unreasonable requests

New Way Tuition is committed to dealing with all complaints fairly and impartially, and to providing a high-quality service to those who complain. We will not normally limit the contact complainants have with the organisation; however, we do not expect our staff to tolerate unacceptable behaviour and will take action to protect staff from that behaviour, including that which is abusive, offensive or threatening.

A complaint may be regarded as unreasonable when the person making the complaint:

- Refuses to articulate their complaint or specify the grounds of a complaint or the outcomes sought by raising the complaint, despite offers of assistance.
- Refuses to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- Refuses to accept that certain issues are not within the scope of a complaint's procedure.
- Insists on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Introduces trivial or irrelevant information which the complainant expects to be taken into account and commented on, or raises large numbers of detailed but unimportant questions, and insists they are fully answered, often immediately and to their own timescales.
- Makes unjustified complaints about staff who are trying to deal with the issues and seeks to have them replaced.
- Changes the basis of the complaint as the investigation proceeds.
- Repeatedly makes the same complaint (despite previous investigations or responses concluding that the complaint is groundless or has been addressed).
- Refuses to accept the findings of the investigation into that complaint where the organisation's complaints procedure has been fully and properly implemented.

- Seeks an unrealistic outcome.
- Makes excessive demands on the organisations time by frequent, lengthy, complicated, and stressful contact with staff regarding the complaint in person, in writing, by email and by telephone while the complaint is being dealt with.

A complaint may also be considered unreasonable if the person making the complaint does so either face-to-face, by telephone or in writing or electronically:

- Maliciously
- Aggressively
- Using threats, intimidation, or violence
- Using abusive, offensive, or discriminatory language
- Knowing it to be false
- Using falsified information
- By publishing unacceptable information in a variety of media such as in social media websites and newspapers

Complainants should limit the numbers of communications with an organisation while a complaint is being progressed. It is not helpful if repeated correspondence is sent (either by letter, phone, email or text) as it could delay the outcome being reached.

Whenever possible, the managing director will discuss any concerns with the complainant informally before applying an 'unreasonable' marking.

If the behaviour continues, the managing director will write to the complainant explaining that their behaviour is unreasonable and asking them to change it. For complainants who excessively contact New Way Tuition causing a significant level of disruption, the organisation may specify methods of communication and limit the number of contacts in a communication plan. This will usually be reviewed after six months.

A decision to stop responding will only be considered in circumstances where the following statements are true:

- Every reasonable step has been taken to address the complainant's concerns.
- The complainant has been given a clear statement of the organisation's position and their options.
- The complainant contacts the organisation repeatedly, making substantially the same points each time.

If the above criteria are met, in making a decision to stop responding the organisation will also consider if the complainant is often abusive or aggressive in their communication, makes insulting personal comments about or threats towards staff, and if the organisation believes their intent is to disrupt or inconvenience the organisation.

New Way Tuition will not stop responding to a complainant on the basis that they are difficult to deal with or they ask complex questions.

In response to any serious incident of aggression or violence, the concerns and actions taken will be put in writing immediately and the police informed. This may include banning an individual from the premises.

Complaints campaigns

For the purposes of this policy, “**complaints campaigns**” are where the organisation receives large volumes of complaints that are all based on the same subject.

Where the organisation becomes the subject of a complaints campaign from complainants who are **not** connected with New Way Tuition, a standard, single response will be published on New Way Tuitions website.

If the organisation receives a large number of complaints about the same subject from complainants who are connected to the organisation, e.g. parents, each complainant will receive an individual response.

Standard of fluency complaints

As members of a public authority, all staff are subject to the fluency duty imposed by the Immigration Act 2016, which requires staff members to have an appropriate level of fluency in English in order to teach pupils.

The organisation is free to determine the level of spoken communication necessary in order for staff members to develop effective performance, but it will be matched to the demands of the role in question.

The organisation will be satisfied that an individual has the necessary level of fluency appropriate for the role they will be undertaking, whether this is an existing or potential new member of staff.

If a member of the organisation community feels that a staff member has insufficient proficiency in spoken English for the performance of their role, they are required to follow the complaints procedure outlined in this policy.

For the purpose of this policy, a “**legitimate complaint**” is one which is about the standard of spoken English of a member of staff; complaints regarding an individual’s accent, dialect, manner or tone of communication are not considered legitimate complaints.

All legitimate complaints regarding the fluency duty will be handled in line with the processes outlined in this policy.

In addition to the processes outlined in this policy, the organisation will assess the merits of a legitimate complaint against the necessary standard of spoken English fluency required for the role in question.

To assess the merits, the organisation will undertake an objective assessment against clear criteria set out in the role specification or, against the level of fluency descriptors relevant to the role in question.

If the complaint is upheld, New Way Tuition will consider what action is necessary to meet the fluency duty; this may include:

- Specific training
- Specific re-training
- Assessment
- Re-deployment
- Dismissal

Appropriate support will be provided to staff to ensure that they are protected from vexatious complaints and are not subjected to unnecessary fluency testing.

Records of complaints regarding fluency will be kept in accordance with the processes outlined in this policy.

Transferring data

When a pupil changes education provision, the pupil's educational record will be transferred to the new organisation and all records of pupil's data will be archived.

The organisation will hold records of complaints separate to pupil records while a complaint is ongoing, so that access to these records can be maintained.

Availability

A copy of this policy will be published on New way Tuition website in accordance with the Information (England) (Amendment) Regulations 2016.

Monitoring and review

The complaints procedure will be reviewed **annually**, considering any legislative changes and the latest guidance issued by the DfE. The next scheduled review date for this policy is August 2025.

Responsibility for reviewing the procedure belongs to the directors. All projected review dates will be adhered to.

Information gathered through reviewing the complaints procedure will be used to continuously improve and develop the process.

The monitoring and reviewing of complaints will be used to help evaluate the organisation's performance.

Appendix

Complaints Procedure Form

If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this form and send it to the headteacher. (If your complaint is against the headteacher, you will need to send the form to the chair of the governing board.)

Name:	Address:
Daytime telephone number:	
Evening telephone number:	
Email:	Postcode:
What is your complaint concerning, and what action would you like the managing director to take?	
When did you discuss your concern/complaint with the appropriate member of staff?	
What was the result of the discussion?	
Signed:	Date:

Example Letter to Complainant for a Stage Three Complaint

Address line one

Address line two

Town

County

Postcode

Date

RE: Stage three complaint

Dear_addressee's name,

Thank you for your letter dated setting out the reasons why you are not satisfied with the director's response to your complaint about details of the complaint.

I am writing to let you know that I will be arranging for a complaints appeal panel (CAP) to consider your complaint, in accordance with our organisation's complaints procedure.

As explained in the procedure, the chair of the CAP will advise, in writing, how the CAP intends to consider your complaint.

Yours sincerely,

Managing director: Mandy Ward

Example Letter for Complaints Against the Managing Director

Address line one

Address line two

Town

County

Postcode

Date **RE: Complaint against a director.**

Dear addressee's name,

I have received your complaint against a director of name of school or organisation.

I write to let you know that I have forwarded a copy of your complaint to the director. with a request that they respond to the issues raised in the complaint within **10** school days.

A copy of the directors' response will be sent to you as soon as possible.

If you are not satisfied with the director's response, I will arrange for a complaints appeal panel (CAP) to consider your complaint in accordance with stage two of the attached complaints procedure.

As explained in the procedure, the chair of the CAP will advise you, in writing, how the complaint will proceed.

Yours sincerely,

Managing director: Mandy Ward