



COMPLAINTS PROCEDURE FOR

Tandragee Junior High School



Education Authority

Interim Model School Complaints Procedure

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Foreword from the Principal:

Here at Tandragee Junior High School, we take complaints very seriously. We aim to develop healthy partnerships with our pupils' families. Success of our pupils is directly linked to how they are supported and encouraged both in school and at home and in keeping with our Mission Statement and School Ethos we have the best interests of all our pupils and their families at the centre of all we do. Whilst it is uncommon, there may be occasions when you may wish to discuss your dissatisfaction with school. In these circumstances it is important that we are made aware as soon as possible so that we can focus on progressing the situation to everyone's satisfaction – most importantly for the pupil.

Pupils have opportunities to discuss concerns with their Form Teacher and Head of Year who are always ready to listen.

Mission Statement

The School Mission Statement has been formulated and agreed by the Board of Governors and all members of staff.

“To instil in pupils core values of Care, Courtesy and Consideration in a Christian ethos and to promote positive attitudes to learning by encouraging each pupil to develop holistically.”

School Ethos

We are a learning community with strong Christian values and a family atmosphere where parental support and involvement is encouraged. Celebrating individual, group and whole school success is important to us. We believe the effective pastoral care of our pupils is pivotal to the success of the individual and the school.

All pupils are encouraged to work hard and develop competence in a range of life skills required in their personal, social and working lives, while becoming responsible, caring and compassionate individuals. Our school motto of “Care, Courtesy and Consideration” epitomises our ethos.

School Aims

1. To encourage pupils to be inquisitive about the world around them and to develop openness to new experiences.
2. To help pupils acquire knowledge and skills necessary for everyday living.
3. To develop the pupils' ability to discuss, analyse, reach decisions and apply themselves to tasks, thus creating a sense of purpose and ambition.
4. To develop the ability to communicate effectively through listening, speaking, reading and writing.
5. To develop individuality, independence, self-confidence and the ability to regard oneself critically.
6. To develop tolerance, awareness of others and the ability to respect values and opinions that may differ from one's own.

7. To develop a sense of responsibility to care for others, helping the pupils to realise that we are all interdependent.

I would like to resolve a matter:

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, parents/carers and other stakeholders is vital to the effective management of the school.

We welcome open communication with our staff; parents/carers can speak to staff by:

- If you feel that a matter has not been resolved you can contact the Vice-Principal.
- If, after speaking with the Vice-Principal you feel an issue still needs to be resolved, you are welcome to contact the Principal.
- Please telephone the school to arrange a time when the members of staff are available to speak with you, as you will understand that it can be difficult to ensure their availability for meeting without notice.

If you have any issues please talk to the form teacher/teacher/ Head of Year as soon as possible. Concerns about matters other than in the classroom should be raised with the Vice-principal. We take all concerns seriously and make every effort to resolve matters as quickly as possible.

AIMS

When dealing with complaints we aim to:

- Encourage resolution of all matters of concern as quickly as possible;
- Provide timely responses;
- Keep you informed of progress;
- Ensure a full and fair investigation of the matter where appropriate;
- Have due regard for the rights and responsibilities of all parties involved;
- Respect confidentiality;
- Take appropriate action to rectify the matter 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.

If the matter is unresolved at this stage, you may wish to progress to Stage 1 of the following complaints procedure:

1. Scope of the Complaints Procedure

A complaint is described as an expression of dissatisfaction with our work.

2.1 Complaints with Established Procedures

Our school Complaints Procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking complaints seriously at the earliest possible stage, it is hoped that they 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

This procedure should not be used for complaints with separate established procedures, however if your complaint relates to the school's failure to correctly administer any of these procedures, then you may complain by means of this procedure.

Some examples of statutory procedures and appeal mechanisms, which are not part of the school's complaints procedure, are listed below. The list is not exhaustive. The principal/ chair of governors will advise on the appropriate procedure to use when a complaint is raised.

Exceptions
<ul style="list-style-type: none">• Admissions / Expulsions / Exclusion of children from school• Statutory assessments of Special Educational Needs (SEN)• School Development Proposals• Child Protection / Safeguarding

2.2 Anonymous Complaints

The school will not normally investigate anonymous complaints, unless deemed by the chairperson of the board of governors to be of a very serious nature. The decision of dealing with such complaints will be at the discretion of the chairperson of the board of governors.

2. Aims of the Complaints Procedure

2.1. When dealing with Complaints

Our school aims to:

- Encourage resolution as quickly as possible;
- Provide timely responses;
- Keep complainants informed of progress;
- Ensure a full and fair investigation of your complaint;

- 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;
- Be responsive to learning from outcomes that will inform and improve practice within the school.
- Provide a process that is simple to understand and use;
- be impartial;
- be non-adversarial.

2.2. Availability of Procedure

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

3. Complaints Procedure – At a Glance

Stage One

Write to the Principal

Stage Two

Write to the Chairperson of Board of Governors

3.1. Time Limit

To enable complaints to be resolved, please contact the school as soon as possible. Unless there are exceptional circumstances, complaints will normally only be considered within 6 months of the date of the incident(s) about which you are complaining.

3.2. 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.

When writing your complaint, please provide clear information and include the following:

- Your name and contact details
- What your complaint is about – please try to be specific
- What you have already done to try to resolve it and
- What you would like the school to do to resolve your complaint

The principal will normally acknowledge the complaint as soon as possible but within 10 school working days. This will be a short response and you will be sent a copy of, (or a link to) the school's

complaints procedure. A final response will normally be made within 20 school working days of receipt of the complaint. This response will be issued in writing and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld. ***If, for any reason, the consideration 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.

If you remain unhappy with the outcome at Stage One, the complaint may be progressed to Stage Two which is overseen by the board of governors.

3.3. Stage Two

If your complaint is about the principal or if the complaint is unresolved after Stage One, write to the chairperson of the board of governors. Where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process. The letter can be left at the school office and marked '*private and confidential*'. The chairperson will convene a committee to consider the complaint.

In the case of the complaint being about the principal, this committee will investigate the complaint.

Please provide clear information and include the following:

- Reason(s) why you disagree with the stage one findings
- Any aspect in which you think that the school's complaints procedure was not fully followed

The chairperson of the committee will normally acknowledge the complaint as soon as possible but at least within 10 school working days. A final response will normally be made within 20 school working days from date of receipt of the second letter. The response will be issued by the chairperson of the committee and will indicate, with reasons, whether the complaint has been upheld, partially upheld or not upheld.

If, for any reason, the review of a complaint takes longer to complete, complainants 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.

3.4. Northern Ireland Public Services Ombudsman (NIPSO) www.nipso.org.uk

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 provided below.

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
Web: www.nipso.org.uk

4. What To Expect Under This Procedure

4.1. Your rights as a person making a complaint

In dealing with complaints 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.

4.2. Your responsibilities as a person making a complaint

When making a complaint it is important that you:

- 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

4.3. Rights of parties involved during the investigation

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

Complainant: - should be informed that they may be accompanied but not represented by another person during the process e.g. spouse, friend, family member or interpreter, provided this person is not offering legal representation or acting in an official capacity.

If the complainant feels unable to speak on their own behalf, they may avail of support from outside agencies as agreed with the school. (*Local MLAs / Councillors / Citizens' Advice Bureau / Parenting NI / Children's commissioner*)

Staff Members: - should be informed that they may be accompanied or represented by another person during the process e.g. union representative, colleague¹

Pupils: permission should be sought from parents / guardians and parent, guardian or other nominated adult should accompany pupils.

It may be appropriate to seek a written statement if a person is unable to meet for any reason.

Parties should normally be informed when a complaint is made against them and be able to see relevant correspondence.

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

4.4. Timeframes

Stage One – Normally acknowledge as soon as possible but at least within 10 school working days, with final response normally provided within 20 school working days

Stage Two – Normally acknowledge as soon as possible but at least within 10 school working days, with final response normally provided within 20 school working days

If, for any reason, the consideration / review of a complaint takes longer to complete, complainants 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.

4.5. 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.

4.6. 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 has been reviewed by the Ombudsman, the complainant remains dissatisfied. The school must balance the rights of an individual to make a complaint and have it fairly investigated with the rights of staff not to be subjected to unacceptable actions or behaviour.

Any decision to treat a complainant as unreasonable must take into account the need to ensure that the complaints procedure is being fairly applied and every attempt has been made to communicate and address concerns about behaviour/conduct with the complainant. In the event that such a decision has been taken, the complainant will be advised accordingly.

¹ For information on workers' statutory rights to be accompanied, this should be read in accordance with Section 3 of the LRA's Code of Practice on Disciplinary and Grievance Procedures (Paras 110-116).