

## Further Information

### Further action

If the you feel that the Governing Body acted unreasonably in the handling of the complaint, you can complain to the Department for Education after the complaints procedure has been completed.

Ofsted will also consider complaints about schools. You can contact Ofsted if you think that a school isn't run properly and needs inspecting. Ofsted will not look into problems with individual students. This course of action is only available if the Claygate Primary School Complaints Policy & Procedure has already been followed.

### Unreasonable complaints

For the definition of unreasonable complaints please see the Claygate Primary School Complaints Policy & Procedure. If a complainant's behavior causes an unreasonable level of disruption, we may specify methods of communication and limit the number of contacts using a communication plan.

**Claygate Primary School**  
**Foley Road, Claygate**  
**Surrey, KT10 0NB**  
**Tel: 01372 465348**

### Procedural advice

For procedural advice please contact the Headteacher or Clerk to the Governing Body.

Advice is also available from Surrey County Council.

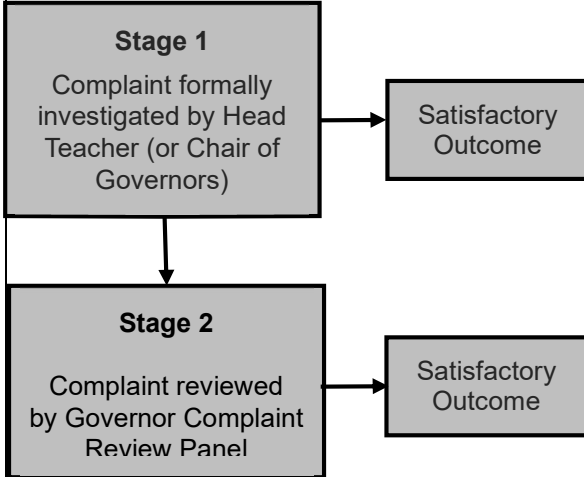
### Surrey County Council contact details

**Telephone:** 03456 009 009  
(8am-6pm weekdays, excluding bank holidays)

**Email:** [contactcentre@surreycc.gov.uk](mailto:contactcentre@surreycc.gov.uk)

## A brief guide to the Claygate Primary School Complaints Policy & Procedure



<p><b>Introduction</b></p> <p>Claygate Primary School endeavors to provide the best education possible for all of its pupils in an open and transparent environment. We welcome any feedback that we receive from parents, pupils and third parties, and we accept that not all of this will be positive. Where concerns are raised the school intends for these to be dealt with:</p> <ul style="list-style-type: none"> <li>• Fairly</li> <li>• Openly</li> <li>• Promptly</li> <li>• Without Prejudice</li> </ul> <p>Claygate Primary School operates a three stage formal complaints procedure (detailed overleaf). For more information, please refer to the Claygate Primary School Complaints Policy and Procedure documents (available on the school website).</p> <p>If you need to raise an issue in the first instance, please do so with the relevant member of staff who will be happy to talk to you and seek to establish a solution.</p> <p>If you are not satisfied with this response and believe the issue has not been resolved, please use the three stage formal complaints procedure.</p>	 <pre> graph TD     S1[Stage 1 Complaint formally investigated by Head Teacher (or Chair of Governors)] --&gt; SO1[Satisfactory Outcome]     S1 --&gt; S2[Stage 2 Complaint reviewed by Governor Complaint Review Panel]     S2 --&gt; SO2[Satisfactory Outcome]   </pre> <p>However, if your complaint relates to:</p> <ul style="list-style-type: none"> <li>• Child Protection/Safeguarding</li> <li>• Admission to School</li> <li>• Pupil Exclusion</li> <li>• Special Educational Needs and Disabilities (SEND)</li> </ul> <p>then please ring the Surrey County Council Contact Centre on 03456 009 009 and they will put you in touch with the appropriate team who will advise you further.</p>	<p><b>Stage 1</b></p> <p>Complaints should be expressed to the Head Teacher in writing. The Head Teacher (or delegated member of SLT) will formally investigate and respond to your concerns in writing. If your complaint is about the Head teacher, this should be directed to the Chair of Governors.</p> <p><b>Stage 2</b></p> <p>If you remain dissatisfied following the response at Stage 1, please complete the Stage 2 complaint form (available from the school office) and return it to the Clerk to the Governing Body (via the school office). A Complaint Review Panel of three governors will be convened to review your complaint. You will be informed in writing of the outcome of the review.</p> <p><b>Mediation</b></p> <p>In some cases mediation may be available to assist in resolving your concerns. Please contact the school for further details.</p>
--	--	---