



La Petite Ecole Française

73 Saint Charles Square

London W10 6EJ

Tel: 0208 960 1278

E-mail: admin@lapef.co.uk

Headteacher: Rebecca Stewart

Admin Head: Alix de Saint Quentin

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. Parents can communicate with the school in various ways, by emails, by phone calls and, if they would like to make an anonymous comment, they can do so via the parent representatives.

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.

Headteacher: Rebecca Stewart

Admin Head: Alix de Saint Quentin

Reviewed: RS/DM/ADS 24/09/26

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.

Then, within 7 days, the Proprietor will organise a meeting with all the staff to discuss the matter and find solutions. The proprietor may also invite the complainant to meet her to find a solution.

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 within 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

Headteacher: Rebecca Stewart

Admin Head: Alix de Saint Quentin

Reviewed: RS/DM/ADS 24/09/26

- actions taken to try and resolve the complaint
- if the complaint was resolved following our formal procedure or proceeded to a panel hearing
- 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 except where the Secretary of State or a body conducting an inspection under section 108 or 109 of the 2008 Act requires access to them.

Records will be held for 3 years.

DATA PROTECTION COMPLAINTS

Where a complaint relates to the school's processing of personal data, it will be managed through this Complaints Procedure in accordance with section 164A of the Data Protection Act 2018. The school will facilitate the making of such complaints.

The school will:

- make it easy for individuals to submit a data protection complaint by email or a complaints form;
- acknowledge receipt of the complaint within 30 calendar days;
- investigate the complaint without undue delay;
- provide a written response explaining the outcome and any action taken;
- keep appropriate records of the complaint and its resolution; and
- advise the complainant of their right to complain to the Information Commissioner's Office if they remain dissatisfied.

Where appropriate, the school's Data Protection Officer will be involved in investigating the complaint. Complaints relating to personal data will be handled confidentially and in accordance with the school's Data Protection Policy.

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 formal complaints in the year 06/07: none
Number of formal complaints in the year 07/08: none
Number of formal complaints in the year 08/09: none
Number of formal complaints in the year 09/10: none
Number of formal complaints in the year 10/11: none
Number of formal complaints in the year 11/12: none
Number of formal complaints in the year 12/13: none
Number of formal complaints in the year 13/14: none
Number of formal complaints in the year 14/15: none
Number of formal complaints in the year 15/16: none
Number of formal complaints in the year 16/17: none
Number of formal complaints in the year 17/18: none
Number of formal complaints in the year 18/19: none
Number of formal complaints in the year 19/20: none
Number of formal complaints in the year 20/21: none
Number of formal complaints in the year 21/22: none
Number of formal complaints in the year 22/23: none
Number of formal complaints in the year 23/24: 6 (all from one parent)
Number of formal complaints in the year 24/25: none
Number of formal complaints in the year 25/26: none