



ST. ANSELM'S COLLEGE

CONCERNS AND COMPLAINTS ABOUT THE COLLEGE

If you have a concern or complaint

We would like you to tell us about it. We welcome suggestions for improving our work in the College. Be assured that, no matter what you are wanting to tell us, our support and respect for you and your child in the College will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

What to do first

Most concerns can be sorted out quickly by speaking with your son's form tutor or Head of Year. Any teacher or the office staff can help you find the right member of staff. If you have a concern which you feel should be looked at by the Headmaster in the first instance, you can contact him straight away if you prefer. It is usually best to discuss the problem face to face. You may need an appointment to do this and can make one by ringing or calling in to the College office. You can take a friend or relation to the appointment with you if you would like to, so that they can support you.

All staff will make every effort to resolve your problem informally. They will make sure that they understand what you feel went wrong and they will explain their own actions to you. They will ask what you would like the College to do to put things right. Of course, this does not mean that in every case they will come round to your point of view but it will help both you and the College to understand both sides of the question. It may also help to prevent a similar problem arising again.

What to do next

If you are dissatisfied with the teacher's response (or with the Headmaster's initial reaction if he has already been involved) you can make a complaint to the Headmaster. This should be made in writing.

If your complaint is about an action of the Headmaster personally, then you should refer it to the Chair of Governors now. You can contact him through the College.

You may also find it helpful at this stage to have a copy of the full statement of the Complaints Policy, as this explains in detail what procedures are followed. This is available from the Clerk to Governors and on the College website.

The Headmaster will ask to meet you for a discussion of the problem. Again, you may take a friend or someone else with you if you wish. The Headmaster will conduct a full investigation of the complaint and may interview any members of staff or pupils involved. You will receive a written response to your complaint.

If you are still unhappy

The problem will normally be solved by this stage. However, if you are still not satisfied you may wish to contact the Chairman of the Governing Body to ask for referral of your complaint to the Complaints Committee of the Governing Body. It will then be heard by a panel of 3 including one member independent of the management and running of the College, who have no previous knowledge of the problem and so will be able to give it a fresh assessment. You will be invited to attend and speak to the committee at a meeting which the Headmaster will also attend. The Complaints Policy statement explains how these meetings operate.

Further action

Complaints about school problems are almost always settled within schools but, in exceptional cases, it may be possible to refer the problem to an outside body such as the Ombudsman (in rare circumstances but, particularly, in relation to admissions) or the Secretary of State for Education.

If you have a concern or complaint regarding the SEN provision your son is receiving

You should contact Mrs Ravenscroft (SENCO) or Mrs Cubbin (Deputy Headteacher) on 0151 652 1408 or by email aravenscroft@st-anselms.com or scubbin@st-anselms.com