

DROM NATIONAL SCHOOL
SCHOOL POLICY PLANNING

**PARENTAL
COMPLAINTS
PROCEDURE**

Parental Complaints Procedure

This policy was formulated in April 2012 by the staff and Board of Management of Drom National School, Drom, Templemore, Co. Tipperary.

Rationale

The need for this policy arises from:-

Section 28, Education Act 1998 – procedures for processing complaints by parents prescribed for all schools under the Act.

Relationship to School Ethos

The school promotes positive home – school contacts and endeavors to enhance the self-esteem of everyone within the school community. The policy contributes towards those ideals.

Aims/Objectives

- To foster fruitful and trusting relationships between school and parents
- To afford parents an opportunity to express opinions/grievances through the framework of a defined procedure
- To minimize the opportunity for conflict
- Through affording parents an opportunity to liaise with the class teacher.

Please Note

This policy does not cover:

1. Complaints that are being dealt with through legal channels
2. Matters of professional competence which come under the remit of the Dept. of Education and Science
3. Minor complaints which do not relate to the work of a particular teacher.

In-School Procedures

If a parent has a concern in relation to the social or academic progress of their child, or the performance of a teacher the following steps are to be followed:

1. The parent/guardian meets with the class teacher on appointment. Please contact the school at (0504) 51688 to make an appointment. Parents should not contact teachers at home. If the issue is not resolved the class teacher informs the Principal of the nature of the complaint. If the matter remains unresolved the parent/guardian may raise the matter with the Chairperson of the Board of Management.
2. If the grievance persists, the parent/guardian may pursue the matter by lodging a complaint in writing with the Chairperson of the Board of Management who will bring the nature of the complaint to the notice of the teacher and seek to resolve the issue within 5 days of receipt of the written complaint.

3. If this process fails, the Chairperson will supply the teacher with a copy of the written complaint and arrange a meeting with the teacher concerned and the Principal. This will happen within 10 school days of receipt of the written complaint.
4. If the complaint remains unresolved the Chairperson will report formally to the Board of Management within another 10 school days. If the Board of Management does not uphold the complaint, both parties will be informed within 3 days of the Board meeting. If the Board of Management considers the complaint warrants further investigations, the teacher will be informed and supplied with any written evidence in support of the complaint.
5. The teacher will be requested to supply a written statement to the Board of Management. and given an opportunity to make an oral presentation to the Board. The complainant will be offered a similar opportunity. The process should be completed within 10 days of the first meeting between Chairperson, Principal and Teacher.
6. Within 5 school days, the decision of the Board of Management which is final and binding is delivered in writing to the Teacher and the complainant.

Success Criteria

- Swift and efficient resolution of grievances
- Parent/Teacher satisfaction
- Positive school community feedback
- Reviews of school policies as issues arise.

Review

This policy will be reviewed after a 3 year cycle.

Responsibility for Review

- Board of Management
- All Staff

Implementation

This policy will be in operation from the date of ratification by the Board of Management.

Ratification and Communication

This procedure was ratified by the Board of Management on 1st May 2012 Arrangement will be made to communicate the policy to all parents at the start of each school year.