

# **Broadford & Kilbane N.S.**

## **Complaints Procedure**

### **Stage 1**

1. A parent/guardian who wishes to make a complaint should approach the class teacher with a view to resolving the complaint.
2. Where a parent/guardian is unable to resolve the complaint with the class teacher she/he should approach the Principal with a view to resolving it.
3. If the complaint is still unresolved the parent/guardian should raise the matter with the Chairperson of the Board of Management with a view to resolving it.

### **Stage 2**

1. If the complaint is still unresolved and the parent/guardian wishes to pursue the matter further she/he should lodge the complaint in writing with the Chairperson of the Board of Management.
2. The Chairperson should bring the precise matter of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

### **Stage 3**

1. If the complaint is not resolved informally, the Chairperson should, subject to the general authorisation of the Board
  - (a) supply the teacher with a copy of the written complaint; and
  - (b) arrange a meeting with the teacher and, where applicable, the Principal Teacher with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

### **Stage 4**

1. If the complaint is still not resolved the Chairperson should make a formal report to the Board within 10 days of the meeting.
2. If the Board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:
  - (a) the teacher should be informed that the investigation is proceeding to the next stage;
  - (b) the teacher should be supplied with a copy of any written evidence in support of the complaint;
  - (c) the teacher should be requested to supply a written statement to the Board in response to the complaint;

- (d) the teacher should be afforded an opportunity to make a presentation of the case to the Board. The teacher would be entitled to be accompanied and assisted by a witness at any such meeting;
- (e) the Board may arrange a meeting with the complainant if it considers such to be required. The complainant would be entitled to be accompanied and assisted by a witness at any such meeting; and
- (f) the meeting by the Board of Management will take place within 10 days of the meeting

### **Stage 5**

1. When the Board has completed its investigation, the Chairperson should convey the decision of the Board in writing to the teacher and the plaintiff within 5 days of the meeting of the Board.
2. The decision of the Board is final.
3. This Complaints Procedure shall be reviewed after two years.

### **Ratification and Communication**

This school plan was implemented in 2014.

This school plan is due to be reviewed by the principal and staff, and approved by the Board of Management of Broadford National School in the 2016/2017 academic school year .

Chairperson of the Board of Management: \_\_\_\_\_