



**N E W C A S T L E**  
P R I M A R Y S C H O O L  
& N U R S E R Y U N I T

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# Parental Complaints Procedure

Updated October 2025

This policy was adopted by the Board of Governors in October 2025.

It will be reviewed by the Board of Governors in October 2027 or at such times as new guidance becomes available or relevant legislation is passed.

## **1. FORWARD**

At Newcastle Primary School and Nursery Unit, we take complaints very seriously. We have the best interests and wellbeing of all our pupils, their families and the staff of the school at the centre of all we do. In this regard, we encourage anyone with a concern to speak to us as soon as possible.

If concerns are dealt with at an early stage, then they are more likely to be resolved and there is no unnecessary dissatisfaction. Many issues can be addressed simply by talking to the relevant staff in school who will be happy to help. Open communication and regular engagement between the school staff and the wide range of users is vital to the effective management of the school.

We welcome open communication with our staff; you can speak to staff by contacting the school office and making an appointment: If you have any concerns about an issue in the classroom or playground, please talk to the teacher as soon as possible. Concerns about matters other than in the classroom should be raised with the Principal or in her absence, the Senior Teacher.

We take all concerns seriously and make every effort to resolve matters as quickly as possible.

## **2. AIMS**

### **When dealing with complaints the school will:**

- encourage resolution of all concerns as quickly as possible,
- provide timely responses to concerns and complaints,
- keep you informed of progress,
- ensure a full and fair investigation of your complaint where appropriate,
- have due regard for the rights and responsibilities of all parties involved,
- respect confidentiality,
- fully address complaints and provide an effective response,
- take appropriate action to rectify the issue and prevent it happening again where appropriate,
- be responsive to learning from outcomes which will inform and improve practice within the school,
- Be fully aware and seek to protect the physical and emotional wellbeing of all parties involved.

A copy of this Procedure is available on the school's website or is available from the school on request.

### 3. COMPLAINTS PROCEDURE AT A GLANCE

#### Stage One

Write to the Principal

#### Stage Two

Write to the Chairperson of the Board  
of Governors

#### Stage Three

Refer the matter to the Office of the  
Northern Ireland Public Services  
Ombudsman

#### Time Limit

Please contact the school as soon as possible so the matter can be investigated as efficiently as possible. Unless there are exceptional circumstances, complaints will normally only be considered within 6 months of origin of the complaint to the school.

#### Stage One

When making a formal complaint, contact the school Principal who will arrange for the complaint to be investigated.  
*If the complaint is about the Principal, proceed to Stage Two.*

The school requires formal complaints to be made in writing, where this may present difficulties, please contact the school which will make reasonable arrangements to support you with this process.

Please provide as much information as possible including:

- name and contact details,
- what the complaint is about,
- what has already been done to try to resolve it and
- what you would like the school to do to resolve the complaint.

The complaint will normally be acknowledged within 5 working school days and a response normally made within 20 working school days of receipt of the complaint. This response will be issued in writing by the Principal and will indicate with reasons whether the complaint has been upheld, partially upheld or not upheld.

**These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.**

If you remain unhappy with the outcome at Stage 1, the complaint may be progressed to Stage 2 which is overseen by the Board of Governors.

### **Stage Two**

If the complaint is unresolved after Stage One, write to the Chairperson of the Board of Governors (*care of the school and marked 'private and confidential'*). Where this may present difficulties, please contact the school, which will make reasonable arrangements to support the complainant with this process. The Chairperson will convene a committee to review the complaint. Please provide as much detail as possible as indicated above. The complaint will normally be acknowledged within 5 working school days and a final response normally made within 20 working school days from date of receipt of the complaint. The response will be issued in writing by the Chairperson of the committee.

**These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.**

### **Stage Three**

#### **Northern Ireland Public Services Ombudsman (NIPSO)**

If following Stage Two you remain dissatisfied with the outcome of your complaint, you can refer the matter to the Office of the Northern Ireland Public Services Ombudsman (NIPSO).

The Ombudsman provides a free, independent and impartial service for handling complaints about schools in Northern Ireland. You have the right to complain to the Ombudsman if you feel that you have been treated unfairly or have received a poor service from a school and your complaint has not been resolved to your satisfaction.

A complaint should normally be referred to NIPSO within six months of the final response from the school. The school must advise in its concluding letter that the complaint may be referred to the NIPSO if you remain dissatisfied.

Please see the next page for contact details for the Ombudsman

**Contact details for NIPSO are:**

Northern Ireland Public Services Ombudsman

Office of the Northern Ireland Public Services Ombudsman

Progressive House

33 Wellington Place

Belfast BT1

6HN

Freepost: FREEPOST NIPSO

Telephone: 02890 233821

Freephone: 0800 34 34 24

Email: [nipso@nipso.org.uk](mailto:nipso@nipso.org.uk)

Web: [www.nipso.org.uk](http://www.nipso.org.uk)

**4. SCOPE OF COMPLAINTS PROCEDURE**

**4.1** The Complaints Procedure sets out how any expression of dissatisfaction relating to the school will be managed. By taking concerns raised seriously at the earliest possible stage, it is hoped that issues can be resolved quickly and effectively.

**Some examples of complaints dealt with:**

- not following school policy with regard to a particular issue,
- communication delays / lack of communication,
- difficulties in staff / pupil relationships.

**4.2 Complaints with Separate Established Procedures**

Some examples of statutory procedures and appeal mechanisms are listed below. The list is not exhaustive. The Principal / Chair of Governors will advise on the appropriate procedure to use when the complaint is raised. Matters may still be referred to NIPSO, if it is felt that maladministration has occurred.

Exceptions	Contact
<ul style="list-style-type: none"> <li>• Admissions / Expulsions / Exclusion of children from school</li> </ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Operations and Estates
<ul style="list-style-type: none"> <li>• Statutory assessments of Special Educational Needs (SEN)</li> </ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Children and Young People's Services
<ul style="list-style-type: none"> <li>• School Development Proposals</li> </ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Education
<ul style="list-style-type: none"> <li>• Child Protection / Safeguarding</li> </ul>	Contact <a href="http://www.eani.org.uk">www.eani.org.uk</a> Director of Children and Young People's Services

**4.3** The school will not normally investigate anonymous complaints, unless deemed by the Chairperson of the Board of Governors to be of a serious nature. The decision of whether to deal with such complaints will be at the discretion of the Board of Governors.

## **5. WHAT TO EXPECT UNDER THIS PROCEDURE**

### **5.1 Your rights as a person making a complaint**

In dealing with complaint, we will ensure:

- fair treatment
- courtesy
- a timely response
- accurate advice
- respect for privacy – complaints will be treated as confidentially as possible allowing for the possibility of consultation with other appropriate parties about the complaint and
- clear reasons for decisions.

## **5.2 Your responsibilities as a person making a complaint**

In making a complaint it is important to:

- raise issues in a timely manner
- treat our staff with respect and courtesy
- provide accurate and concise information in relation to the issues raised
- use these procedures fully and engage with them at the appropriate levels.

## **5.3 Rights of parties involved during the investigation**

- Where a meeting is arranged the complainant may be accompanied but not represented by another person.
- This Procedure does not take away from the statutory rights of any of the participants.

## **5.4 Timeframes**

Where concerns are raised with the relevant Teacher or Principal; a response will normally be provided during the meeting or within an agreed timeframe.

**Stage 1** – Normally acknowledge within 5 working school days, response normally within 20 working school days

**Stage 2** – Normally acknowledge within 5 working school days, response normally within 20 working school days.

If, for any reason, the review of a complaint takes longer to complete, you will be informed of revised time limits and kept updated on progress.

**These timeframes may need to be reviewed if complaints are ongoing during school holiday periods.**

## **6. MAKING A COMPLAINT**

### **6.1 Equality**

The school requires complaints to be made in writing. Where this may present difficulties, please contact the school which will make reasonable arrangements to support the complainant with this process.

### **6.2 Unreasonable Complaints**

The school is committed to dealing with all complaints fairly and impartially and to providing a high-quality service to those who complain. The school also has a responsibility to ensure the physical and emotional wellbeing of both pupils and staff. With this in mind, it is important that all complaints are dealt with in a reasonable timeframe and not permitted to become protracted.

There will be occasions when, despite all stages of the Complaints Procedure having been completed and the complaint having been reviewed by the Ombudsman, the complainant remains dissatisfied. If they try to re-open the same issue, the Chair of Governors will inform them that the procedure has been completed and the matter is now closed.

If the complainant repeatedly continues to contact the school with the same issue the Principal or Chair of Governors may choose not to respond. The school will also not tolerate a complainant making continual, unfounded allegations regarding the integrity or character of a member of staff. This also applies to unfounded allegations made against members of the Complaints Sub-Committee of the Board of Governors. Should the complainant choose to express any such aspersions in a public forum, such as social media, appropriate legal action may have to be taken.

### **Complaint by a Member of Staff**

If a member of staff, currently employed by the school, wishes to make a complaint, they should follow the stages above. The member of staff may also wish to consult their union at any stage in the process. Please also see the school's Whistleblowing Policy.

The school will always seek advice from the Education Authority at appropriate times throughout a formal complaints process.