



St Saviour's School
Achieve • Respect • Cooperate

Comments, Complaints and Compliments Policy



Updated January 2026

St Saviour's School is a caring learning community that is built upon positive relationships based on mutual respect and trust. We aim to work in partnership with our families and all those who are part of our school community to create a successful future for every child.

We believe that our school provides a good education for all our pupils, and that the Headteacher and all the staff work very hard to build positive relationships with all pupils, parents and members of our community. In this spirit, we actively and regularly encourage and arrange opportunities for pupils, parents and members of our community to provide feedback about the school and the education we provide for the children in our care.

This policy outlines some of the procedures in place to enable people to give us feedback in the form of comments, compliments or complaints about our organisation.

Aims and Objectives

We are always interested in hearing the views of pupils, parents, carers or other members of our community, as this feedback helps us to:

- Continue to improve successful aspects of our school.
- Find out more about what is needed or what the school could provide.
- Identify possible problems or areas of concern early, so that these can be addressed quickly and effectively, without the need for a complaint to be made.
- Investigate complaints or areas that you have found unsatisfactory and take appropriate action.

General Comments and Compliments

Suggestions, ideas, reflections and other comments are most welcome. If you are pleased with something we do or have done, we would also appreciate hearing from you.

You can make comments or compliments by speaking in person, emailing or writing to staff with whom you have direct contact, the Headteacher and/or the Director of Education. We provide "Comments, Complaints and Compliments" cards in the main entrance porch which can be completed anonymously and posted in the adjacent box.

Our pupils are always reminded to share any concerns or worries directly with their class teacher, a member of the leadership team or any member of staff with whom they feel comfortable to speak. Each class also has a comment box where children can report any concerns anonymously for discussion during class council meetings.

In addition, we arrange regular more formal opportunities to gain feedback, which include:

Pupils

- Class discussions/Circle Times
- Pupil Government and associated class based meetings
- Pupil Surveys

Parents and Carers

- Parent consultations
- Feedback slips during events like Parent Sharing sessions and on report reply slips
- Parent Surveys
- Parents Forums and Information Sharing events

Complaints procedure

Our school procedure has been written following guidance from the Children, Young People, Education and Skills (CYPES) Department. It ensures that we as a Government of Jersey school follow and are in line with the Government of Jersey [Customer Feedback Policy](#). The various steps of our school's complaints procedure outline the actions we will undertake to respond to concerns and complaints in line with Stage 1 of this government policy.

Who can make a complaint?

This complaints procedure is not limited to parents or carers of children that are registered at the school. Any person, including members of the public, may make a complaint to St Saviour's School about any provision of facilities or services that we provide. Unless complaints are dealt with under separate statutory procedures (such as appeals relating to exclusions or admissions), we will use this complaints procedure.

The difference between a concern and a complaint

Concerns	Complaints
A concern may be defined as ' <i>an expression of worry or doubt over an issue considered to be important for which reassurances are sought</i> '.	A complaint may be defined as ' <i>an expression of dissatisfaction about actions taken or a lack of action</i> '.
These are normally dealt with by class teachers or support staff.	These are normally dealt with by school leaders.
We don't keep formal records of concerns.	We keep records of all complaints.

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of our school complaints procedure. St Saviour's School takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, Mrs Williams (Headteacher) will refer you to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, Mrs Williams will refer you to another staff member. The member of staff may be more senior but does not have to be (please see the communication flow chart at the end of this policy). The ability to consider the concern objectively and impartially is more important.

We understand however, that there are occasions when people would like to raise their concerns formally. In this case, St Saviour's School will initially attempt to resolve the issue internally, through the steps outlined within this complaints procedure.

Overview

How to raise a concern or make a complaint

A concern or complaint can be made in person, in writing or by telephone. They may also be made by a third party acting on behalf of the complainant, as long as they have the complainant's consent to do so. Our aim is to get things right first time and to address any issues as soon as they arise. However, if you feel that something is unsatisfactory, we want you to let us know promptly, so that we can do something about it. We aim to be fair, open and honest when dealing with complaints, giving due consideration to all the facts and dealing with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues.

If a parent/carer is concerned about anything to do with the education of their child they should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school and is making good progress. They always want to know if there is a problem, so that they can act before the problem affects the child's progress or well-being.

Where a parent feels that a situation has not been resolved through contact with the class teacher or believes that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the SENCo, Phase Leader or the Deputy Headteacher. They will log the complaint and speak to the Headteacher. However, if a parent feels the concern is of a sufficiently serious nature or are unhappy with the outcome of the meeting with the SENCo, Phase Leader or Deputy Headteacher, they should make an appointment with the Headteacher.

Please contact the school to arrange a suitable time to meet them or give them a call. Our staff are often busy, but we will always seek to respond to any concerns received within 2-3 working days wherever we can. If the issue remains unresolved after you have tried this approach, the next step is to make a formal complaint.

For ease of use, a template complaint form is included at the end of this procedure. If you require help in completing the form, please contact the school office.

Complaints against school staff (except the headteacher) should be made in the first instance, to Mrs Williams (Headteacher) via the school office. Please mark them as Private and Confidential. You may wish also to refer to the [CYPES Allegations Policy](#) when doing this.

As a government provided primary school, we do not have a board of governors. Therefore, if your complaint is about, or involves, the headteacher, please contact the CYPES Department via education@gov.ie or 01534 445504 who will forward your complaint to the senior adviser linked to the school.

In accordance with the discrimination (Jersey) Law 2013, we will consider making reasonable adjustments if required, to enable complainants to access and complete this complaints procedure. For instance, providing information in alternative formats, assisting complainants in raising a formal complaint or holding meetings in accessible locations.

Anonymous complaints

We will not normally investigate anonymous complaints. However, the headteacher will determine whether the complaint warrants an investigation.

Time scales

It is important that a complaint is made as soon as possible but generally a complaint should be made:

- within 12 months of the date when the service was provided or the event being complained about occurred
OR
- within 12 months of becoming aware of the event / subject matter

However, we will consider complaints made outside of this time frame if your complaint involves a disclosure of a safeguarding nature.

Complaints received outside of term time

We will consider complaints made outside of term time to have been received on the first school day after the holiday period.

Scope of this Complaints Procedure

This procedure covers all complaints about any provision or services by St Saviour's School, other than complaints that are dealt with under other statutory procedures, including those listed below.

Exceptions	Who to contact
<ul style="list-style-type: none">• Admissions to schools	If you've made a request for a school admission and had that request denied, you have the right to appeal. You can request an appeal by emailing education@gov.je or by writing to CYPES. For further details please see the admissions information on the Government website
<ul style="list-style-type: none">• Assessments of Special Educational Needs	Concerns or complaints about provision for your child should be addressed using our school complaints policy. However, if your child has a Record of Need and you wish to appeal the content of the assessment or the educational arrangements offered, you have 15 days in which to make a written appeal to the Education Minister. Please see the Government website for details.
<ul style="list-style-type: none">• School re-organisation proposals	Please contact the CYPES by emailing education@gov.je or in writing.
<ul style="list-style-type: none">• Matters likely to require a Child Protection Investigation	Complaints about child protection matters are handled under our child protection and safeguarding policy and in accordance with relevant statutory guidance. If you have serious concerns, you may wish to contact: <ul style="list-style-type: none">• Dani Perrier, Designated Safeguarding Officer for CYPES (who has responsibility for safeguarding across Jersey schools) on 07797 924274• or the Children and Families Hub on 01534 519000

<ul style="list-style-type: none"> Exclusion of children from school* 	<p>Further information about raising concerns about exclusions can be found on the School exclusion pages of the Government website.</p> <p><i>* If your complaint is about the application of the school's behaviour policy (see school website – www.stsaviour.sch.je) you can do this through our school complaints procedure</i></p>
<ul style="list-style-type: none"> Whistleblowing 	<p>Please see the government of Jersey's Whistleblowing Policy</p>
<ul style="list-style-type: none"> Staff grievances 	<p>Complaints from staff will be dealt with under the school's and government's internal grievance procedures.</p>
<ul style="list-style-type: none"> Staff conduct 	<p>Complaints about staff will be dealt with under the Government of Jersey's internal disciplinary procedures, if appropriate.</p> <p>Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint. However, the complainant will be notified that the matter is being addressed.</p>
<ul style="list-style-type: none"> Complaints about services provided by other providers who may use school premises or facilities 	<p>Providers should have their own complaints procedure to deal with complaints about service. Please contact them directly.</p>
<ul style="list-style-type: none"> Jersey Curriculum - content 	<p>Please contact the CYPES Department on education@gov.je</p>

If other bodies are investigating aspects of the complaint, for example the police, Jersey's safeguarding teams or tribunals, this may impact on our ability to adhere to the timescales within this procedure or result in the procedure being suspended until those public bodies have completed their investigations.

If a complainant commences legal action against St Saviour's School in relation to their complaint, we will consider whether to suspend the complaints procedure in relation to their complaint until those legal proceedings have concluded.

Resolving complaints

At each step in the procedure, St Saviour's School wants to resolve the complaint. If appropriate, we will acknowledge that the complaint is upheld in whole or in part. In addition, we may offer one or more of the following:

- an explanation
- an admission that the situation could have been handled differently or better
- an assurance that we will try to ensure the event complained of will not recur
- an explanation of the steps that have been or will be taken to help ensure that it will not happen again and an indication of the timescales within which any changes will be made
- an undertaking to review school policies in light of the complaint

- an apology.

We will follow the Government of Jersey Customer Feedback Policy in terms of the stages as demonstrated below:

Stage	Complaint procedure
Stage 1	<p>Frontline complaint handling and early resolution of complaints. These are complaints that can be resolved quickly, easily, or at the point of contact.</p> <p>If we can't resolve the complaint, or further investigation is needed, we will discuss it with you and we will escalate it from Stage 1 to Stage 2. The complaint will then be investigated by a more senior member of staff.</p> <p>If a Stage 1 investigation not suitable, it may be escalated immediately to Stage 2 for further investigation. This is done by a senior member of staff, in consultation with you.</p>
Stage 2	<p>Escalation to team leader or manager for issues that require further investigation, or are:</p> <ul style="list-style-type: none"> • complex • serious • high-risk • require consent • likely to take additional time to investigate <p>In more complex or sensitive cases, a more senior staff member may also review them if necessary.</p> <p>This level of complaint handling will allow for:</p> <ul style="list-style-type: none"> • assessment and investigation of the complaint and decision already made • facilitated resolution process by request of complainant. This is where a person, not connected with the complaint, reviews the matter. They then attempt to find an outcome acceptable to the relevant parties <p>Where a person making a complaint is dissatisfied with the outcome of a Stage 2 review of their complaint, they may seek escalation to the Chief Officer.</p>
Stage 3	<p>Escalation to Chief Officer if the issue is still not resolved after stage 2.</p> <p>The Chief Officer may include or refer the complaint, if appropriate, to:</p> <ul style="list-style-type: none"> • another Chief Officer • a delegated member of the Senior Leadership • a delegated member of the Management Team • an independent third party

Withdrawal of a Complaint

If a complainant wants to withdraw their complaint, we will ask them to confirm this in writing.

Persistent complaints

Unreasonably persistent complaints

Most complaints raised will be valid, and therefore we will treat them seriously. However, a complaint may become unreasonable if the person:

- has made the same complaint before, and it's already been resolved by following the school's complaints procedure
- makes a complaint that is obsessive, persistent, harassing, prolific, defamatory or repetitive
- insists on pursuing a complaint that is unfounded, or out of scope of the complaints procedure, beyond all reason
- pursues a valid complaint, but in an unreasonable manner, e.g. refuses to articulate the complaint, refuses to co-operate with this complaints procedure, or insists that the complaint is dealt with in ways that are incompatible with this procedure and the timeframes it sets out
- makes a complaint designed to cause disruption, annoyance or excessive demands on school time
- seeks unrealistic outcomes, or a solution that lacks any serious purpose or value.

Steps we will take

We will take every reasonable step to address the complainant's concerns and give them a clear statement of our position and their options. We will maintain our role as an objective arbiter throughout the process, including when we meet with individuals. We will follow our complaints procedure as normal (as outlined above) wherever possible.

If the complainant continues to contact the school in a disruptive way, we may put communications strategies in place. We may:

- Give the complainant a single point of contact via an email address
- Limit the number of times the complainant can make contact, such as a fixed number per term
- Ask the complainant to engage a third party to act on their behalf
- Put any other strategy in place as necessary.

Stopping responding

On rare occasions we may stop responding to the complainant when all of the following factors are met:

- we, in agreement with senior officers from CYPES, believe that the school and CYPES have taken all reasonable steps (as in this procedure and the Government of Jersey Customer Feedback Policy) to help address their concerns
- we have provided a clear statement of our position and their options

- the complainant contacts us repeatedly, and we believe their intention is to cause disruption or inconvenience

Where we stop responding, we will inform the individual that we intend to do so. We will also explain that we will still consider any new complaints they make.

In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from our school site.

Duplicate complaints

If we have resolved a complaint under this procedure and receive a duplicate complaint on the same subject from a partner, family member or other individual, we will assess whether there are aspects that we hadn't previously considered, or any new information we need to take into account.

If we are satisfied that there are no new aspects, we will:

- tell the new complainant that we have already investigated and responded to this issue, and that the local process is complete
- direct them to the DfE if they are dissatisfied with our original handling of the complaint

If there are new aspects, we will follow this procedure again.

Complaint campaigns

Should the school receive a large volume of complaints about the same topic or subject, especially if these come from complainants unconnected with the school, we will follow CYPES guidance. This means that the school may respond to these complaints by:

- Publishing a single response on the school website
- Sending a template response to all of the complainants

If complainants are not satisfied with the school's response, or wish to pursue the complaint further, the normal procedures will apply.

Learning lessons

The headteacher will review any underlying issues raised by complaints to determine whether there are any improvements that the school can make to its procedures or practice to help prevent similar events in the future.

Monitoring arrangements

The senior leadership team will monitor the effectiveness of the complaints procedure in making sure that complaints are handled properly. We will track the number and nature of complaints, and review underlying issues. The complaints records are logged and managed by Mrs Williams, Headteacher or Mrs Jones, Deputy Headteacher.

This policy will be reviewed by every 3 years.

Appendix 1 - How to make a complaint

Stage 1

Formal complaints should be made via the online form found on the Government of Jersey website - [Submit feedback to the Government of Jersey](#) or by contacting the school office.

The system will record the date the complaint was received. We aim to respond to step 1 complaints at the point of service or as soon possible after receipt. This should be up to 5 school days from the date of receipt.

Within this response, the school will decide the appropriate leader to investigate your complaint and they will seek to contact you. They will want to:

- clarify the nature of your complaint,
- ask what remains unresolved
- ask what outcome you would like to see.

The school leader you are dealing with can then consider whether a face to face meeting is the most appropriate way of doing this.

During their investigation, the investigator will:

- if necessary, interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish
- keep a written record of any meetings/interviews in relation to their investigation.

Some investigations may require more time than others depending on the nature of the complaint. If the investigator is unable to meet the 5 working days deadline, they will provide the complainant with an update and revised response date. At the conclusion of their investigation, they will provide a formal written response.

The response will detail the actions taken to investigate the complaint and provide a full explanation of the decision made and the reason(s) for it. Where appropriate, it will include details of actions St Saviour's School will take to resolve the complaint.

The letter or email will advise the complainant of how to escalate their complaint should they remain dissatisfied with the outcome of School Step 1.

If the complaint is about the headteacher, the CYPES Department will appoint a senior officer to complete all the actions at School Step 1.

Stage 2

If a complaint is escalated to stage 2 then it will either be handled by a Senior Leader (stage 2a) or by the Head Teacher (stage 2b). If a complaint is handled by the Head Teacher. This may be done in person, in writing or by telephone to the school office.

Complaints handled by a Senior Leader

A senior leader will contact you to explore your reasons for wanting to take the matter further. They will then reconsider all or some of your complaint and all the evidence gathered by the investigator at School Step 1. They will then consider how effectively school policies and procedures have been followed and, if necessary, gather further evidence to review the judgement(s) made.

The senior leader can then:

- uphold the complaint in whole or in part
- dismiss the complaint in whole or in part.

If the complaint is upheld in whole or in part, the senior leader will:

- decide on the appropriate action to be taken to resolve the complaint.

The senior leader will then contact you to detail their actions taken to re-consider the complaint and provide a full explanation of the decision made and the reason(s) for it. The letter or email they send you will advise you how to escalate your complaint should you remain dissatisfied with the outcome of School Step 2.

Complaints handled by a Head Teacher

In certain cases it may be appropriate for the Head Teacher to handle a Stage 2 complaint. The Head Teacher will also review a complaint that has been handled by a Senior Leader at Stage 2.

The headteacher will arrange a time to contact you to discuss your reasons for wanting them to do this. This may be done in person, in writing or by telephone to the school office.

If appropriate, the headteacher may repeat some or all of the actions of School Step 2.

Having reconsidered the evidence gathered and processes followed, the headteacher will then contact you to share their findings. The letter or email they send you will:

- detail their actions and provide a full explanation of the decision made and the reason(s) for it.
- explain whether your complaint has been upheld in part or in full
- where appropriate, recommend changes to the school's systems or procedures to prevent similar issues in the future
- advise you of your right to escalate your complaint to the CYPES Department to consider under Stage 2 of the [Government of Jersey Customer Feedback Policy](#) should you remain dissatisfied with the outcome of St Saviour's School's internal complaints procedure.

Escalation to CYPES

If the complainant believes the school did not handle their complaint in accordance with the published complaints procedure, or they acted unlawfully or unreasonably in the exercise of their duties under education law, they can contact the CYPES Department. This should normally only be done after they have been through the school procedures outlined above.

If escalated in this way, the complaint will be considered in line with Stage 3 of the [Government of Jersey Customer Feedback Policy](#). This means that it will be considered by a senior manager within

the CYPES Department, or occasionally the headteacher of the school, whoever is deemed to be most appropriate for the case in question.

This stage of the complaints process is designed for issues that require further investigation or are complex, serious, high-risk, requires consent, or will take time to investigate.

The CYPES Department will not normally reinvestigate the substance of complaints or overturn any decisions made by schools who have followed their complaints procedures. They will consider whether the school has adhered to education legislation and any statutory policies connected with the complaint.

This level of complaint handling will allow for:

- assessment and investigation of the complaint and decision/s already made.
- facilitated resolution process by request of the complainant (where a person not connected with the complaint reviews the matter and attempts to find an outcome acceptable to the relevant parties).

Further details can be found online: [Government of Jersey Customer Feedback Policy](#).

The complainant can refer their complaint to CYPES by:

- T [01534 445504](tel:01534445504)
- F [01534 445524](tel:01534445524)
- E education@gov.je

Monday to Friday, 8.45am to 4.30pm

Children, Young People, Education and Skills Department
Union Street,
St Helier



St Saviour's School
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Appendix 2 - Complaint Form

Please complete and return to Mrs Williams (Headteacher) or Mrs Jones (Deputy Headteacher) who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Address:
Day time telephone number: Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about it.

What remains unresolved?

What outcome would you like to see?

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent:

By who:

Complaint referred to:

Date:

Roles and Responsibilities:

Complainant

The complainant will receive a more effective response to the complaint if they:

- explain the complaint in full as early as possible
- co-operate with the school in seeking a solution to the complaint
- respond promptly to requests for information or meetings or in agreeing the details of the complaint
- ask for assistance as needed
- treat all those involved in the complaint with respect
- refrain from publicising the details of their complaint on social media and respect confidentiality.

Investigator

The investigator's role is to establish the facts relevant to the complaint by:

- providing a comprehensive, open, transparent and fair consideration of the complaint through:
 - sensitive and thorough interviewing of the complainant to establish what has happened and who has been involved
 - interviewing staff and children/young people and other people relevant to the complaint
 - consideration of records and other relevant information
 - analysing information
- liaising with the complainant and the complaints co-ordinator as appropriate to clarify what the complainant feels would put things right.

The investigator should:

- conduct interviews with an open mind and be prepared to persist in the questioning
- keep notes of interviews or arrange for an independent note taker to record minutes of the meeting
- ensure that any papers produced during the investigation are kept securely pending any appeal
- be mindful of the timescales to respond
- prepare a comprehensive report that sets out the facts, identifies solutions and recommends courses of action to resolve problems. Senior leaders / the headteacher will then determine whether to uphold or dismiss the complaint. The school will communicate that decision to the complainant, providing the appropriate escalation details.

Appendix 3 – Communication Flow Chart

