



## COMPLAINTS AND CONCERNS POLICY

**Policy Date: January 2026**  
**Review Cycle: Annually**  
**Responsible Body: Trust Board**

### Version Control

Review Date	Updates
V1 Jan 2025	Review and update
V2 Jan 2026	Minor updates

## Introduction

Spark Education Trust takes concerns seriously and will make every effort to resolve concerns informally. We understand however that there are occasions when people would like to raise their concerns formally, and this policy covers the stages of the formal complaints process.

## Making a Complaint

A formal complaint can be made in writing using the Formal Complaints Form. Complaints should be made via the school office addressed as follows:

### Complaints about

School staff (except the Headteacher)  
Headteacher  
Governors/Whole Local Governance Committee  
Chief Executive Officer (CEO)/Trustees

### Addressed to

Headteacher  
Chair of Local Governance Committee  
Clerk to the Local Governance Committee  
Chair of Spark Education Trust Board

The Chief Executive Officer and School Headteachers may delegate complaint investigation and handling to other members of senior staff. Complaints made outside of term time are considered to have been received on the first school day after the holiday period. If you want to withdraw your complaint at any stage, you can do so by informing the Trust.

## Anonymous Complaints

Spark Education Trust will not investigate anonymous complaints. If appropriate and in extremely exceptional circumstances, the Trust may review the contents of an anonymous complaint to determine whether it warrants investigation.

## Timescales

Complaints must normally be raised within three months of an incident or the last of a series of incidents. Complaints outside this period will only be considered under exceptional circumstances.

## Vexatious & Persistent Complaints

A vexatious complaint is contentiously raised without grounds, to cause annoyance or disruption. A persistent complainant is someone who contacts the Trust and raises the same complaint or similar complaints many times, regardless of whether the complaint has been dealt with. Spark Education Trust may not proceed with a complaint that is considered vexatious and/or persistent to manage expectations and minimise risks.

## Stage 1: Informal Concerns/Complaints

Concerns should initially be raised with the members of staff most directly involved, e.g. Classroom Teacher or Year Manager. If you are not satisfied with the outcome, then concerns should be discussed with a senior member of staff. If the issue remains unresolved, the next step is to make a formal complaint.

## Stage 2: Formal Complaints

Formal complaints must be made via the school office, preferably in writing using the Formal Complaints Form (Appendix 1).

The Headteacher will investigate your complaint or delegate the investigation to another member of senior staff. At the conclusion of their investigation, the Headteacher (or delegated staff) will provide a written response within ten school days of receipt. If this is not possible due to exceptional circumstances (e.g. illness), the Trust will notify you.

If the complaint is about the Headteacher, or a member of the Local Governance Committee (including the Chair or Vice-Chair), a Governor will be appointed to complete the actions at Stage 2.

If your complaint is jointly about the Chair and Vice-Chair, the entire Local Governance Committee, or the majority of the Local Governance Committee, Stage 2 will be escalated to the Chief Executive Officer who may delegate to Trust Directors of Education or the Trust Chief Finance and Operations Officer to deal with the matter.

## Stage 3: Panel Hearing (Final Stage)

If you are dissatisfied with the outcome at Stage 2, you can escalate your complaint to Stage 3.

The panel will consist of at least three people not directly involved in the matters detailed in your complaint, including at least one independent member.

Requests to escalate must be sent via the School office addressed to the School Administrator. If your complaint is about the Chief Executive Officer, Trust Chair, or a Trustee, it should be addressed to the Trust Governance Manager.

Requests must be made within ten school days of receipt of the Stage 2 response. Late requests will only be considered in exceptional circumstances.

Spark Education Trust will aim to convene a meeting within twenty school days of receipt of your request. If this is not possible, the Trust will discuss an anticipated date. If you reject the offer of three proposed dates without good reason, the meeting will proceed in your absence.

You may bring someone to the panel meeting to provide support, such as a relative or friend. Representatives from the media are not permitted.

Electronic recordings of meetings or conversations are not permitted unless disabilities or special needs require it.

## Panel Hearing: Outcome

The Committee will consider your complaint and the evidence presented. It may:

1. Uphold the complaint in whole/part
2. Dismiss the complaint in whole/part

The Committee will provide a written decision within ten school days of the meeting. Stage 3 panel decisions are provided to both parties. The decision is final within the Trust.

If the complaint is jointly about the Chair and Vice-Chair, the entire Local Governance Committee, or the majority of the Local Governance Committee, Stage 3 will be heard by Trustees and an independent panel member.

Panel findings and recommendations are available for inspection at the trust school and records are kept in line with GDPR and the Data Protection Act 2018.

## Next Steps

If you are dissatisfied with the outcome of Stage 3, you may contact the Department for Education (DfE). The DfE will consider whether the Trust followed its complaints procedure correctly. They do not normally reinvestigate the substance of complaints or overturn Trust decisions.

## Confidentiality and Records

Correspondence, statements, and records relating to individual complaints are kept confidential, except where disclosure is required by law or requested by the Secretary of State or the DfE.

## Appendix 1: Complaints Form

<b>Your name:</b>
<b>Pupil's name:</b>
<b>Name of School:</b>  <b>Or</b> <b>Spark Education Trust Complaint:</b>
<b>Your relationship with the pupil:</b>
<b>Address:</b>     <b>Postcode:</b>  <b>Day time telephone number: Evening telephone number: Email address:</b>

Please give details of your complaint, including whether you have spoken to anybody at the School about it.

**What outcome would you like to see as a result of this complaint?**