



RAFFLES WORLD ACADEMY PARENT/ GUARDIAN & STUDENTS COMPLAINTS POLICY & PROCEDURES

Our Guiding Statements

Our Vision:

Providing world-class education

Our Mission:

To empower students with a holistic, rigorous and international education for success in an ever-changing world

Our Philosophy:

- To be recognized by the success of our students in achieving their personal goals
- To make student development the centre of all school decisions
- To aspire to the highest internationally recognized performance standards
- To build and celebrate a culture based on internationalism
- To enable the staff to become life-long learners through the development of their professional practice

Core Values:

Achievement | Collaboration | Integrity | Innovation | Respect | Responsibility |

Our Motto:

Towards Excellence

RWA Acronym

Rise Wonder Achieve

Principles

The school believes that the concerns of parents/guardians, students or third parties about the activities or actions of the school should be resolved swiftly and, if parents and students do have a complaint, they can expect it to be treated by the school in accordance with a set procedure.

This procedure differentiates between a concern or difficulty that can be resolved informally and a formal complaint that requires further investigation. The following procedures are flexible and can be adapted, as appropriate, to individual cases and their circumstances.

The CEO, when approached with a complaint will usually refer the matter to the principal, unless the complaint is about the response of the principal to a previous complaint, which in this case will be referred to the CEO

Separate procedures apply in the event that a child protection issue arises or if the principal expels a student.

Should you have any concerns about the safety of your child, immediately notify the person you believe is best placed to take urgent action and confirm this in writing to the principal.



Stage One - Informal

Parent contacts teacher/head of department/grade level team leader

Stage Two - Formal Complaint

Parent refers complaint to the head of section

Stage Three - Formal Complaint First Appeal to the Principal

Parent refers complaint to the principal

Stage Four - Formal Complaint Second Appeal to the CEO

Parent refers complaint to the CEO

Stage Five – Formal Complaint Third Appeal to the Complaint and Appeal Panel

Parent refers complaint to the Complaint and Appeal Panel

Stage One: Informal Complaint

It is hoped that most complaints and concerns will be resolved quickly and informally. If parents/guardians have concerns they should normally speak to their child's teacher/the head of department/grade level team leader. A matter raised orally may not necessarily be acknowledged by the school in writing.

Concerns expressed in writing will be acknowledged, in writing, ideally within two working days during term time and as soon as practicable in the holidays. In many cases, the matter will be resolved promptly by this means to the parents' satisfaction. It is expected that in almost all cases this will lead to an agreement or understanding being reached between the various parties. The teacher/the head of department/grade level team leader will make a written record of all concerns and complaints, and any responses, and the date on which they were received.

Where the first contact is directly to the CEO or the principal, this will be initially treated as an informal complaint and will be referred back to the head of section.

Stage Two: Formal Complaint

Should the matter not be resolved within a reasonable time period or in the event that the teacher/the head of department/year team leader and the parent/guardian fail to reach a satisfactory resolution then parents should promptly put their complaint in writing to the head of section.

The head of section (or their deputy) will look into the complaint and respond to the parent in writing, within 5 working days, stating clearly how the judgements were reached, based on the facts presented and their investigation.

The head of section (or their deputy) will keep written records of all meetings and interviews held in relation to the complaint.

Stage Three: Formal Complaint

First Appeal to the Principal Should the matter not be resolved within a reasonable time period or in the event that the head of section and the parent fail to reach a satisfactory resolution then parents should promptly refer their complaint to the principal in writing.



The principal will decide, after considering the written complaint, the appropriate course of action to take and would normally ask the head of section or other member of the SLMT to investigate further. The head of section will provide the principal with all previous recorded documentation.

Third parties (i.e. those who are not parents/guardians of pupils at the school) should write directly to the principal about any concern or complaint.

Once the principal is satisfied that, as far as it is practicable, all of the relevant facts have been established, a decision will be made and parents/guardians and third parties will be informed of this decision in writing, within 5 working days of the decision having been made.

Stage Four: Formal Complaint Second Appeal to the CEO

Should the matter not be resolved within a reasonable time period or in the event that the principal and the parent/guardian fail to reach a satisfactory resolution then parents/guardians should promptly refer their complaint to the CEO in writing.

The CEO will decide, after considering the written complaint, the appropriate course of action to take and would normally ask the principal to investigate further or investigate further themselves.

The principal will provide the CEO with all previous recorded documentation.

Once the CEO is satisfied that, as far as it is practicable, all of the relevant facts have been established, a decision will be made and parents/guardians and third parties will be informed of this decision in writing, normally within 5 working days of the decision having been made.

Stage Five: Formal Complaint Third Appeal to the Complaint and Appeal Panel

If parents/third parties are dissatisfied with the decision made they should write to the CEO within 7 days of the date they have been notified of the decision.

The Complaint and Appeal Panel will be convened.

Parents/third parties should ensure that a copy of all relevant documents and their full contact details accompany their letter, which should also state the outcome desired and all the grounds of the complaint. The Complaint and Appeal Panel will only be convened if stages one to four of this procedure have been followed, or stage three and four for complaints from third parties (i.e. those who are not parents of students at the school).

The CEO shall acknowledge the complaint and schedule a hearing to take place as soon as reasonably practicable but the panel will not normally sit during half terms or school holidays. The panel will consist of at least three persons not having detailed knowledge of or being directly involved in the matters detailed in the complaint. Each of the panel members shall be appointed by the CEO. The hearing will be chaired by one member of the panel (chosen by themselves) and will be conducted in an informal manner. Handwritten minutes of the proceedings will be taken.

The parents/third party will be sent written notification of the date, time and place of the hearing together with brief details of the panel members. Parents/guardians will be asked to attend the



hearing and may be accompanied by one other person; this may be a relative or friend. Legal representation is not normally considered appropriate.

If parents wish to bring a legally qualified person to act in their professional capacity, the parents should provide the school with at least 7 days' notice.

After consideration of all matters discussed at the hearing, the panel will reach a decision (unless there is an agreed position) and may make recommendations, which it shall complete within 10 working days of the appeal hearing. The CEO will write to the parents/third party, informing them of its decision and the reasons for it. The panel's findings and recommendations, if any, will be sent in writing to the parents/third party, the principal, the CEO and where relevant, the person complained of.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially.

The Complaint and Appeal Panel may consist of:

- A Board member (who was not involved in stage four).
- A parent, who does not know the complainant or student.
- A teacher from a different section of the school who does not know the family or student.
- A school leadership representative.

Compliance and Resolution Commission

If the parent is still not satisfied, the parent has the right thereafter to refer the matter to the KHDA by contacting the Compliance and Resolution Commission. CRC@khda.gov.ae

Guidelines for staff

The office will not expect staff to leave lessons to answer telephone enquiries regarding complaints from parents. However, staff should, wherever possible, respond to telephone messages and within 24 hours. Most minor issues can be resolved quickly but in the case of complaints concerning our policy or other members of staff, advice should be sought from the head of section or the principal. Copies of all correspondence should be circulated to the head of section (or deputy) and a copy sent to the office for the student's school file.

Any member of staff who receives a complaint from a parent or student (or third party i.e. those who are not parents of students at the school) should record the complaint, the date received and any response that has been given.

Policy Review

This policy is to be reviewed by principal and CEO every two years, though any deficiencies or areas of development will be remedied without delay.

This policy will be reviewed regularly as part of the school's regular self-evaluation process.

Date of last review: June 2024