



## Budmouth College

### Complaints Against the Curriculum Policy

Governors' Committee responsible:	Curriculum & Student Welfare
Link Senior Leader responsible:	Cheryl Evans
Date reviewed:	6 <sup>th</sup> January 2017
Next review date:	January 2018

*Working Together, Creating Opportunities*

The Policy has been reviewed using the equality impact assessment initial screening record and positive impact is explicitly intended and very likely.

This Policy should be read in conjunction with the following Budmouth College policies:

- Curriculum Policy
- Special Educational Needs Policy
- Collective Worship Policy
- Assessment, Recording and Reporting Policy
- Examinations Policy
- Early Examination Entry Policy
- General Complaints Policy procedure
- BTEC Quality Management Review Handbook

All *policies* can be found on the College 'R' drive in the Policies folder.

03/04/2017

## Equality Impact Assessment – initial screening record

1. What area of work is being considered?

Complaints against the Curriculum Policy

2. Upon whom will this impact?

The Principal and the Senior Leadership Team

3. How would the work impact upon groups; are they included and considered?

<b>The Equality Strands</b>	Negative impact	Positive impact	No impact
Minority ethnic groups			✓
Gender			✓
Disability			✓
Religion, Faith or belief			✓
Sexual Orientation			✓
Transgender			✓
Age (N/A to pre-school and school children)			✓
Rurality			✓

4. Does data inform this work, research and/or consultation, and has it been broken down by the equality strands?

	NO	YES	Uncertain
Minority ethnic groups	✓		
Gender	✓		
Disability	✓		
Religion, Faith or belief	✓		
Sexual Orientation	✓		
Transgender	✓		
Age	✓		
Rurality	✓		

Does the initial screening highlight potential issues that may be illegal? YES / **NO**

Further comments:-

Do you consider that a full Equality Impact Assessment is required? YES / **NO**

Initial screening carried out by

*Cheryl Evans*

Signed .....

Date *6<sup>th</sup> January 2017*

Comment by Headteacher:

Date.....



## COMPLAINTS AGAINST THE CURRICULUM POLICY

Parents may complain if they consider that the College is **not** doing one or more of the following:-

- ❖ providing a curriculum that meets the needs of their child
- ❖ complying with the law on charging for college activities
- ❖ providing religious education and daily collective worship
- ❖ providing statutory information
- ❖ carrying out a statutory duty
- ❖ acting reasonably.

### Procedures for Parents/Carers

- ❖ make an appointment to put your complaint to the Principal
- ❖ if you are not satisfied you can refer the matter to the Governing Body
- ❖ if you remain unsatisfied you can then refer the matter to the LA which will hear your complaint within 15 working days
- ❖ the LA must inform the complainant of the decision and required action. The decision of the LA is final.

### Role of the Principal

The Principal will:

- ❖ take all complaints seriously and deal with them sensitively
- ❖ request that the complaint is put in writing so that it can be investigated
- ❖ respond to the complaint personally
- ❖ involve other members of staff as appropriate
- ❖ where necessary, explain the legal position with regard to the national curriculum, and the scope available to the college to make changes.
- ❖ Ensure that the Governing Body is made aware of any complaints and provided with guidance to assist the decision making process.

### Role of the Governing Body

The Governing Body will:

- ❖ Appoint a Complaints Committee of three governors to hear the complaint and advise the Principal on actions or decisions required. They will write to the complainant within two weeks, explaining the action taken and advising on their right to appeal to the LA, if this is their wish.

### Arrangements for Monitoring and Evaluation

The Governing Body will:

- ❖ Receive a yearly report from the Complaints Committee indicating the number and nature of complaints, the recommended action or decisions taken and the outcomes of those decisions.