

DIOCESAN CANONICAL INSPECTION - COMPLAINT FORM

Name:

School:

Job Title:

Headteacher

Chair of Governors

Telephone:

Email:

Inspection date:

Category – please tick which category(ies) your complaint comes under

- Conduct: The conduct of inspectors was not in-keeping with the code of conduct set out in the most recent handbook.
- Process: The statutory procedures (as opposed to guidance) in the most recent *handbook for inspectors* were not followed.
- And
- Judgments: (***Please note*** a complaint regarding judgements can only be investigated if complaints made regarding conduct or process are upheld and that they are deemed by the investigating officer to have had an impact, either negative or positive, on the inspection judgements. If this is the case, the Director of Education will call for a whole or partial re-inspection (as he deems appropriate) within a six week period following the school's receipt of the investigation report. A re-inspection would only take into consideration those policies, documents and pupils' work that were made available at the original inspection. Any attempt by the school to include updated policies, new documentation or work would be treated with utmost seriousness.

For each complaint, please note the paragraph number, the relevant section of the *inspection handbook* and up to 3 bulleted points beside the section which clearly demonstrates a breach of statutory requirements as stated in the *inspection handbook*. You may add rows as necessary but there should be no overlap or repetition of the same complaint. If you feel the complaint relates to more than one aspect of the code of conduct or statutory procedural advice in the handbook opt for the section you judge to be most relevant.

The italicised examples on the first row of each section are there to assist you.

Conduct		
Paragraph number	Passage from <i>inspection handbook</i>	Precise complaint
9	<i>courtesy and fairness in dealing with all individuals and groups encountered in the course of an inspection.</i>	<ul style="list-style-type: none"> • <i>The inspector would not give her name to the office manager but insisted on her fetching the headteacher to greet her.</i> • <i>The inspector shouted at a teacher whose lesson had not gone well.</i> • <i>The inspector slammed a file down whilst feeding back to the headteacher.</i>

Process		
Paragraph number	Passage from <i>inspection handbook</i>	Precise complaint
24	<i>The notes should include analysis and evaluation of the school's self-evaluation and the other documents provided for the inspection. Inspectors should take care to ensure that evaluation at this stage leads to hypotheses and not judgements.</i>	<ul style="list-style-type: none"> • <i>The inspector told me at the start of the day that, having read our SEF and looked at the data we were definitely not outstanding in any of the areas.</i>

Judgement – Please select one the following statements:

As a result of the above complaints, the inspection judgments were not accurate and the school would like to request a partial or full re-inspection as deemed appropriate by the Director of Education.

The above complaints did not have an impact on the inspection outcomes.

I confirm that:

- I tried to raise and resolve my concern(s) on the day of the inspection.
- The complaint(s) are true and accurate.
- The Chair of Governors is aware of this complaint (please note that a copy of the investigation findings will be automatically sent to the Chair of Governors).

Signature:

Date: