



BRINGING OUT THE BEST IN EVERYONE!

NCBIS

SINCE 1978 NEW CAIRO BRITISH INTERNATIONAL SCHOOL



Name of Policy	Concerns and Complaints Procedure
Effective Date:	Sept 2019
Review Date:	January 2023
Date of next review:	Sept 2024

New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English-Speaking Foreigners, Ministry of Social Affairs Registration No. 2643, New Cairo.



+202 256 57115
+202 256 57120
+202 256 57121



Road 17, 1st District, 3rd Zone,
5th Settlement, New Cairo, Egypt.



info@ncbis.co.uk

Parent Concerns and Complaints Procedure

NCBIS Mission Statement

To be a caring, internationally-minded learning community guided by the philosophy of High Performance Learning and a commitment to continuous self-improvement and reflection.

Purpose and Scope of Policy

At NCBIS we recognise the importance of regular interaction between faculty and parents so that student learning and development can be supported consistently. In the circumstance that parents have a complaint, the school will treat it in accordance with the following procedure.

Parents in the Dutch School can also refer their complaint to the School Inspectorate of the Dutch Ministry of Education. Contact details:

- Email: buitenland@onderwijsinspectie.nl
- General complaints about schools telephone number: 0031 77 46 56 767
- Special number for confidential issues: 0031 30 67 06 001.

3 Stages for Complaints

1. Informal Resolution:

- It is hoped that most complaints and concerns will be resolved quickly and informally.
- If parents have a complaint or concern they should, in the first instance, contact their son(s)/daughter(s) teacher. In most cases, the matter will be resolved. If the teacher cannot resolve the matter alone, it may be necessary for them to contact the Head of Department / Phase Leader/Key Stage Coordinator or Deputy / Head of School. Teachers and leaders should keep their own record of any such communications as it may be needed if the issue is not resolved at this stage.
- Any complaints made directly to the Head of School or Principal will normally be referred to the relevant teacher.



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d) After receiving the informal complaint, it should not take longer than 24 hours (one working day) for an acknowledgement to be sent back to the parents and no longer than a further 3 working school days to solve the issue.

e) Complainants should not approach individual governors to raise concerns or complaints. They have no power to act on an individual basis and it may also prevent them from considering complaints at Stage 3 of the procedures.

2. Formal Resolution:

a) If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the relevant Deputy Head or Head of School who will decide, after considering the complaint, the appropriate course of action to take.

b) The Deputy Head / Head of School will acknowledge the formal complaint within 24 working hours of receiving it and set a date for a meeting which should be no more than 3 working days ahead if possible.

c) The Deputy Head or Head of School will speak to the parents concerned. He/she will normally contact relevant people to get background facts before replying to the parents.

d) The Deputy Head or Head of School may need to carry out further investigations but we aim to complete any investigation and reach a resolution no longer than 7 working days after meeting with the parents.

e) Parents will be informed of this decision in writing or in a face to face discussion if more suitable. The Deputy Head or Head of School will also give reasons for the decision.

f) The PA to the Principal keeps records of all formal complaints, with a summary at the front of each complaint.

g) If parents are still not satisfied with the decision, they should proceed to address the School Principal and request a formal Panel hearing (Appendix A).

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3. Complaints Panel:

- a) If parents seek to involve a panel (following a failure to reach an earlier resolution) they should submit a letter to the Principal stating that they wish to refer their case to a formal Complaints Panel. The Principal has been appointed by the Board to call hearings of the Complaints Panel.
- b) The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of two members of the Board of Directors and one person who is independent of the governance and management of the school. The panel will be appointed by the Chair of the Board of Directors.
- c) If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing.
- d) The hearing should be arranged within 15 working days of the letter being sent to the Principal requesting a panel hearing. Copies of any papers shall be supplied to all parties no later than four days prior to the hearing.
- e) The parents may be accompanied to the hearing by one other person. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- f) If possible, the Panel will resolve the parents' complaint immediately, without the need for further investigation.
- g) Where the investigation is required, the Panel will decide how it should be carried out. After due consideration of all the facts they consider relevant, the Panel will reach a decision and may make recommendations which it shall complete within five working days after the hearing takes place.
- h) The Panel will write to the parents informing them of its decision and the reasons for it. The decisions of the Panel will be final. The Panel's findings and, if any, recommendations will be sent in writing to the parents, the Principal, the relevant Head of School, the Chairperson and where relevant the person complained of.



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- i) The PA to the Principal keeps records of all Panel hearings, with a summary at the front of each complaint (Appendix A).

Record-keeping

A written record of all complaints that reach the formal stage / panel hearing should be kept, including if the complaint was resolved and any action taken by the school as a result of those complaints.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except where any other legal obligation prevails.

Number of Formal Complaints Received in the 2022 - 2023 Academic Year: 2



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(Appendix A)

Complaint Summary Sheet (for formal / panel complaints)

Date formal / panel complaint received:	
Received by (full name):	
Acknowledgement of receipt of complaint sent: (name of person, date and method of communication):	
Name of person sending the complainant:	
Type of complaint (formal/panel- if panel please state the names of the panel members):	
Subject of complaint:	
Name and class/tutor group of students involved in complaint:	
Date of resolution:	
If unresolved- dates of communications:	
Summary of complaint:	
Summary of resolution (can attach extra sheets)	
Action taken and by whom (including any changes needed to	

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school policy and procedures):	
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Date _____

Signed _____

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