

Dated August 2016

Islamia Girls School/Brondesbury College "The School"

Appeal Form

CLAUSE	CONTENTS	PAGE
1	OUTLINE	2

This Form must be completed by a parent wishing to appeal to the School Committee following a Head Teachers decision.

1. Outline

- 1.1. This Appeals procedure is discretionary and limited.
- 1.2. The Head Teacher will decide whether to pass any matter to the School Committee. This is to ensure the School Committee deal with only certain issues within its remit. If an issue is not dealt with by the School Committee, then the decision of the Head Teacher will be final in the matter.
- 1.3. The purpose of the Appeal procedure to the School Committee is to permit, in limited cases, parents to appeal following a decision by the Head Teacher.
- 1.4. This procedure is designed to deal with the matter in the most efficient, fair and Islamic manner with the least disturbance possible. If our procedure is not followed, the Committee will not be able to deal with the matter effectively.
- 1.5. The School Committee (or panel appointed by the Committee) will review the School's decision and the appeal but has no powers to force the School to change its decision. The powers that the School Committee has are to:
 - Reject the appeal
 - Recommend that the School reconsider its decision in view of additional grounds which have come to light during the appeal
 - Direct the School to reconsider its decision again where the Committee is of the view that the School has not correctly followed its own procedures.
- 1.6. The Appeal procedure consists of 3 stages:
 - Stage 1 – Referral by Head Teacher to School Committee
 - Stage 2 – Appeal Stage. This may include the School Committee requesting further written information from parents or a meeting.
 - Stage 3 – Decision of School Committee

- 1.7. Parents may not approach any member of the School Committee directly. Doing this, may necessitate the exclusion of that Committee member during this procedure.
- 1.8. In cases of a meeting, both parents must be present.
- 1.9. Parents cannot demand a meeting of the School Committee.
- 1.10. The decision of the School Committee will be final.
- 1.11. In the event of exclusion, parents have a duty to inform the Head Teacher of their intention to appeal. This must be done in writing and within 3 days of the date of the exclusion letter.
- 1.12. Following this, parents then have 5 days to produce their case to the School Committee.

Please provide your details. Please complete all sections.

Name of Parent _____ Date _____

Telephone _____ Email _____

Date of meeting with Head _____

Persons present at meeting (if both parents were not present at meeting, please indicate why)

Please give details of what you felt was unsatisfactory about the Schools treatment of the matter.
