

APPENDIX 1: Complaint Form

Please complete and return to the Headteacher who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Address: Postcode: Day time telephone number: Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about it.
What actions, if any, have you already taken to try to resolve the issue? Who did you speak to and what was their response?

What actions do you feel might resolve the problem at this stage?

Please give details of any attachments to this form. These may include a more detailed account of the complaint, copies or correspondence or emails.

Signature:

Date:

Official use:

Date acknowledgement sent:

By who:

Complaint referred to:

Date: