

Complaint Form

Please complete and return to the School Office addressed to the relevant person (see para 6. of the Complaints Policy and Procedure). The School 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:

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 and the outcome of that discussion.

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

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent:

By who:

Complaint referred to for investigation:

Date: