#### Complaint Form

Please complete and return this form to the appropriate person (see policy above) who will acknowledge receipt and explain what action will be taken.

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| **Your name:** |
| **Pupil’s name** (if applicable)**:** |
| **Your relationship to the pupil** (if applicable)**:** |
| **Address:**  **Postcode:**  **Preferred telephone no: Alternative telephone no:**  **Email address:** |
| **Details of the complaint, including whether you have spoken to anybody at the school about it and any action taken by the school.** |
| **Actions/outcomes you feel might resolve the problem at this stage** |
| **Paperwork attached: YES / NO**  **If YES, details of paperwork provided:** |
| **Signature:**  **Date:** |
| **Official use** |
| **Date acknowledgement sent:** |
| **By who:** |
| **Complaint referred to:** |
| **Action taken:** |
| **Date:** |