



### **School Complaint Form**

Please complete this form and return it to School (or to the Chair or Deputy Chair of the Governing Body), who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

Pupil's name:

Your relationship to the pupil:

School:

Address:

Day time telephone number:

Evening telephone number:

Please give details of your complaint (please include dates, names of witnesses, etc to allow your complaint to be investigated).

What action, if any, have you already taken to try and resolve your complaint.

(Who did you speak to and what was the response)?

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

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

Signature:

Date:

For Official use by the school

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: