



Complaints Form

Please complete and return in a sealed envelope addressed to the Chair of Governors (or if necessary, the vice-chairman) and marked '*Private and Confidential – Complaint*', care of the school office. You should receive an acknowledgement and explanation of what action will be taken within 5 days.

Your name:
Pupil's name (if applicable):
Your relationship to the pupil:
Address:
Postcode:
Telephone numbers Daytime: Evening:
e-mail address:
Please give details of your complaint.

What action have you and/or the school already taken to try to resolve your complaint?
(Who did you speak to, what was the response and why do you feel unsatisfied?)

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

If you are attaching any paperwork, please write details here.

Signature:

Date:

Official Use

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: