

Complaint Form

Please complete and return to the Headteacher/Head of School/Manager (Stage 2) who will acknowledge receipt and explain what action will be taken.

Date:	Pupil's name:
Name and relationship to the child:	
Contact address:	Telephone:
Email:	

Please give the details of your complaint:
What action, if any, have you already taken to try to resolved your complaint? (who did you speak to and what was their response?)
What actions do you feel may resolve the problem at this stage?
Are you attaching any paper work? If so, please give details.
Signature: _____ Date: _____

Official Use Date acknowledgement sent/who sent it:
