

**Complaints Procedure Form**

If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this form and send it to the Headteacher. (If your complaint is against the Headteacher, you will need to send the form to the chair of the governing body.)

Name:	Address:
Pupil's name:	
Your relationship to the pupil:	
Daytime telephone number:	
Evening telephone number:	
Email:	Postcode:
Please give concise details of your complaint (including dates, names of witnesses etc.):	
What action had been taken already to try to resolve your complaint (i.e. who have you spoken to or written to and what was the outcome)?	
If you have not taken such action, please set out here your reasons.	
What actions do you feel might resolve the problem at this stage?	
Are you attaching any paperwork? If so, please give details.	
Signed:	Date:

**School use**

Form received by:	Date:
Form acknowledged by:	Date:
Complaint referred to:	Date: