

# 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:
Postcode:
Daytime telephone number:
Evening telephone number:
Email:
If you are a parent of a pupil who attends the school, please provide their name and your relationship:
Please give details of your complaint:
What action, if any, have you already taken to resolve your complaint (who did you speak to and what was their response?)
What actions do you feel might resolve the problem at this stage?
Are you attaching any paperwork? If so, please give details:
Signed:
Date:
<i>For office use only</i>
Date acknowledgement sent
By who
Complaint referred to:
Date: