

Complaint Form

In order to resolve your issue in a timely manner we request you complete this form as fully as you can to enable us to look into the matter and respond appropriately.

Please refer to the Complaints Policy on the school website in the first instance for guidance on concerns and complaints and an outline of the process.

Please return to the Head's Personal Assistant, who will acknowledge receipt and explain what action will be taken.

Are you raising a concern or complaint?	
If you are raising a complaint, have you spoken to anyone at the school about it? Who?	
Your name:	
Pupil's name (if relevant):	
Your relationship to the pupil (if relevant):	
Address:	
Postcode:	
Day time telephone Number:	
Evening telephone Number:	
Email address:	
Please give details of your complaint, and any contact with the school.	

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

--

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

--

Signature:

Date:

Official use

Date acknowledgement sent:

By who:

Complaint referred to:

Action taken:

Date: