



### Complaint Form

Please complete and return to the *Head Teacher / Clerk / Chair of Governors*, who will acknowledge receipt and explain what action will be taken.

Your name:	
Pupil's name <i>(if relevant)</i> :	
Your relationship to the pupil <i>(if relevant)</i> :	
Address and postcode:	
Daytime telephone number:	Evening telephone number:
Your complaint is: <i>(if you have more than one complaint, please number these in order of priority)</i>	
What action have you already taken to try and resolve your complaint(s)? <i>(Who did you speak to and what was the response?)</i>	
What would you like as an outcome from your complaint(s)?	
Are you attaching any paperwork? If so, please give details.	
Signature:	
Date:	

**Official use**

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**