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| **Complaint Form** |
| Please complete and return to the school office in a sealed envelope marked “Private and Confidential” addressed to the Headteacher - Ms R Williams, Chair of Local Advisory Committee - Mr A Gerrard, or the Clerk to the Trust Board - Mrs S Coyle, depending on who or what the complaint is about. They will acknowledge receipt and explain what action will be taken. |
| **Your name:** |  |
| **Pupil’s name (if relevant):** |  |
| **Your relationship to the pupil (if relevant):** |  |
| **Address including postcode:** |  | **Daytime tel. no.:** |  |
| **Evening tel. no:** |  |
| **Your email address:** |  |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it:** |
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| **What actions do you feel might resolve the problem at this stage?** |
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| **Are you attaching any paperwork? If so, please give details.** |
|  |
| **Signature:** |  | **Date:**  |  |

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| **For official use only:** |
| Acknowledgement sent by whom: |  |
| Method e.g. email: |  | Date: |  |
| Complaint referred to: |  | Date: |  |
| Action taken: |  |
| Action Date: |  |