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