

COMPLAINTS FORM

Your name:

Pupil's name:

Your relationship to the pupil:

Address:

Telephone number:

Please give details of your complaint:

What action, if any, have you already taken to try and resolve your complaint? Who did you speak to and what was the response?

What action(s) would resolve your complaint?

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

Signature:

Date:

For complaints about actions of a member of staff other than the head teacher/setting manager, send or give this form to the head teacher/setting manager.

For complaints about actions of the head teacher/setting manager, send this form to the Chair of the School Governance Committee.