

## Complaint Form

Please complete and return to your school who will acknowledge receipt and explain what action will be taken.

<b>Name of School:</b>	
<b>Your name:</b>	
<b>Pupil / Student's name (if relevant):</b>	
<b>Your relationship with the Pupil/Student (if relevant):</b>	
<b>Your address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	Day time: Evening:
<b>Please give details of your complaint:</b>	

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

**Signature:**

**Date:**

**Official use**

**Date  
acknowledgement  
sent:**

**By who:**

**Complaint referred to:**

**Date:**