**Complaint Form**

Please complete and return to the Headteacher/Head of School/Manager (Stage 2) who will acknowledge receipt and explain what action will be taken.

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| Date: | Pupil’s name: |
| Name and relationship to the child: | |
| Contact address: | Telephone: |
| Email: | |

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| Please give the details of your complaint: |
| What action, if any, have you already taken to try to resolved your complaint? (who did you speak to and what was their response? |
| What actions do you feel may resolve the problem at this stage? |
| Are you attaching any paper work? If so, please give details.  Signature: Date: |

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| **Official Use**  Date acknowledgement sent/who sent it: |