## Icon  Description automatically generated with medium confidenceComplaint Form

Please complete and return to the Head Teacher/Chair of Governors (as appropriate) via the school office who will acknowledge receipt and explain what action will be taken.

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| **Your name:** |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil (if relevant):** |
| **Address:** **Postcode:****Day time telephone number: Evening telephone number:****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:** |
| **Official use** |
| **Date acknowledgement sent:** |
| **By who:**  |
| **Complaint referred to:** |
| **Date:**   |
| Please note that a copy of the written complaint will be provided to the person(s) you are complaining about in order for them to be able to provide a full response. If you do not wish for the full written complaint to be provided to the person(s) you must indicate this in your complaint/ complaint form. In this case an agreed summary of the complaint will then be provided to the person(s) you are complaining about in order for them to respond. |