Appendix One – Complaint Form



**Complaint Form**

Please complete and return, via the school/Trust office, to the Headteacher, Executive Leader, Chair of Governors, Chair of Trust Board or Clerk to Governors, as appropriate, marked Private and

Confidential.

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| Your name: |
| Pupil’s name (if relevant): |
| Your relationship to the pupil (if relevant): |
| Address:    Post Code:  Telephone number: |
| Please give details of your complaint, including whether you have spoken to anyone about it already: |
| 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 only*** |
| Date acknowledgement sent: |
| Name of sender: |
| Complaint referred to for action and date: |
| Outcome: |