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:    |