## Appendix A Complaint Form

Please complete and return to the school office for the attention of the head teachers or the Chair of Governors (depending on the stage of the complaint - see stages on page 7.

|  |
| --- |
| **Your name:** |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil (if relevant):** |
| **Address:**  **Postcode:**  **Day time telephone number:**  **Evening telephone number:** |
| **Before a written complaint can be considered, you should consider resolving this at an informal stage. What actions have you already taken to try to resolve the complaint with staff?**  **If at the appeal stage move to the next box.** |
| **Please give details of your complaint, including outcomes of trying to resolve it at the informal stage?** |
| **What specific 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:** |

## 