



# EMMAUS

CATHOLIC ACADEMY TRUST

## Complaints Form September 2022



## Complaint Form

Please complete and return to the school office (marked private and confidential) and they will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>	
<b>Pupil's name (if relevant):</b>	
<b>Your relationship to the pupil (if relevant):</b>	
<b>Address:</b>	<b>Day time telephone number:</b>
	<b>Evening telephone number:</b>
<b>Postcode:</b>	<b>Email address:</b>
<b>Please give details of your complaint, including whether you have spoken to anybody at the school about it.</b>	



**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:**

**Action taken:**

**Date:**

