**Formal Complaint Form**

|  |  |
| --- | --- |
| Date |    |
| Your Name |    |
| Relationship with school / to the pupil |    |
| Pupil’s name (if relevant to the school) |     |
| Address    |   |
| Telephone Numbers  Daytime Evening  |   |
| Email Address  |   |

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| Please give details of your complaint (including dates, names of witnesses, etc.):             |
| What action, if any, have you already taken to try and resolve your complaint (e.g. who have you spoken to and what was the response?)       |
| What actions do you feel might resolve the problem at this stage?    |
| Are you attaching any additional paperwork? If so, please give details.        |

|  |  |
| --- | --- |
| Signature |    |
| Date |    |

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| ***Office Use*** |
| Date Form received |   |
| Received by |   |
| Date acknowledgement sent |   |
| Acknowledgement sent by |   |
| Complaint referred to  |   |
| Date complaint referred |   |