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| **COMPLAINTS FORM** |
| Title: Mr/Mrs/Ms/Dr/Other\* |  | Surname: |  |
| Forename(s) |  |
| Mobile: |  | Landline: |  |
| Address: |  |
| Postcode: |  |
| Pupil Full Name:(If relevant) |  |
| Relationship to pupil:(If relevant) |  |
| Details of the complaint and how you have been affected: |
|  |
| What action if any have you taken to resolve the complaint? |
|  |
| What actions do you feel may resolve the problem at this stage? |
|  |
| When we you first made aware of the problem? |  |
| If it is more than 3months since you became aware of the problem, Please indicate why you haven’t complained before? |  |
| Any documents attached with complaint? (Yes/No) |  | Please list attached documents? |  |
| Signature of Complainant  |  | Date |  |

If making a complaint on behalf of someone else, complete the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature  |  | Date |  |
| Please state your relationship to the complainant and why you are making the claim on there behalf: |  |

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| **SCHOOL USE ONLY** |
| Date received: |  | Received via (Hand/email/post |  |
| Acknowledgement Sent (Date) |  | Acknowledgement Sent by: |  |
| Complaint Referred to |  | Complaint No on Log |  |

*Copies of this form are available on the school website and from the school office.*

*Paper copies of this form can also be sent out on request.*