



Formal Complaint Form

Please complete and return to the school office in a sealed envelope marked 'confidential' and addressed to the HT or Chair of Governor). The office will acknowledge receipt within 3 working days.

Your name	Your child's name	Your relationship to the child
Address	Email address	Day time telephone number Evening telephone number

Please give an overview of your complaint

<p>What action have you taken to try and resolve the matter?</p>		
<p>Who have you spoken with about the matter?</p>		
<p>What was their response?</p>		
<p>How could the matter be resolved?</p>		
<p>Are you attaching any paperwork? If so please give details here.</p>		
<p>Signed</p>		<p>Date</p>
<p>Official Use</p>	<p>Date acknowledgement sent</p>	
	<p>By who</p>	
	<p>Complaint referred to:</p>	
	<p>Signed by:</p>	