



Wood End School

Learning Together, Respecting Each Other

Complaints Form

Please complete and return to the headteacher/chair of governors who will acknowledge receipt and explain what action will be taken.

Your Name: Pupil's Name

Your relationship to the pupil:

Address:

.....

.....

Postcode:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

Please give details of your complaint:

Wood End School, Yeomans Ave, Harpenden AL5 3EF

Tel: 01582 761636 Email: admin@woodend.herts.sch.uk Website: www.woodend.herts.sch.uk
Wood End School is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment



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What action, if any, have you already taken to try to resolve your complaint?
(Who did you speak to, when, and what was the response)?

What actions do you feel might resolve the problem at this stage?

Are you attaching any paperwork? If so, please give details.

Signature: Date:

Please return this form to the Chair of the Governing Body

For Official Use

Date acknowledgement sent:

By whom:

Complaint referred to: Date:

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