

App (vi) SCHOOL COMPLAINT FORM (Stages 2 and 3 Formal)

Please complete this form and pass it, via the school office, to the Head Teacher or Clerk to the Governing Body who will acknowledge its receipt and inform you about the next stage of the procedure.

Personal Details	
Name:	Relationship to the school: e.g. parent, pupil etc.
Pupils name (if relevant):	Address:
Daytime telephone:	Evening Telephone:
Email address:	
Signed:	Date:
Complaint Details	
Please give concise details of your complaint (including dates, names of witnesses etc.) so that the matter can be fully investigated. You may continue on a separate sheet or add additional documents in you wish:	
Number of addition pages submitted:	

What action, if any, have you already taken to try to resolve your complaint e.g. who have you spoken with or written to and what was the outcome? What actions do you feel might resolve the matter at this point? What actions do you feel might resolve the matter at this point? For school use Date Received: Date acknowledgement sent: Complaint Referred to: Date:		
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