

Form to notify formal School Complaint (Stage 2 and/or Stage 3)

Your name:

Pupil's name:

(if applicable)

Your relationship to the pupil:

(if applicable)

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Please give details of your complaint.(continue on a separate sheet if necessary)

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

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

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

Signature:

Date:

FOR SCHOOL USE:

Date acknowledgement sent:

By whom:

Complaint referred to:

Date:

Please complete and return to(Headteacher/Chair of Governors) who will acknowledge receipt and explain what action will be taken.