**Complaint Form**

Please complete and return to the relevant member of staff, as per the complaints policy.

|  |  |
| --- | --- |
| **Your name:** |  |
| **Pupil’s name (if relevant):** |  |
| **Your relationship to the pupil (if relevant):** |  |
| **Address** |  |
| **Postcode**  |  |
| **Telephone number(s)** |  |
| **Email address**  |  |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.** |
|  |
| **Complaint details continued (if required)** |
|  |
| **What actions do you feel might resolve the problem at this stage?** |
|  |
| **Are you attaching any paperwork? If so, please give details.** |
|  |
| **Signature** |  |
| **Date**  |  |