**Complaints and Resolutions Policy Appendix One – Complaint Form**

Please complete and return to the school office who will acknowledge receipt and explain what action will be taken. If your complaint is concerning the Chair of Governors, please return it to the Clerk to the Governing Body via the school office.

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| Your name: |
| Pupil’s name: |
| Your relationship to the pupil: |
| Address:  Postcode: |
| Daytime telephone number:  Evening telephone number: |
| Please give concise details of your complaint, including dates, names of witnesses etc, to allow the matter to be fully investigated |
| What action, if any, have you already taken to try and resolve your complaint. (Whom did you speak to/write to 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: |
| Official use  Date acknowledgement sent:  By whom:  Complaint referred to:  Date: |