

Parental complaint form

APPENDIX 3

If you run out of space at any part, please use and attach extra paper separately.

As per Section 1.3.5 of the procedure, should you instead prefer to write or e-mail us your complaint, please ensure you include all of the details this form requires.

Your name:

Pupil's name:

Your relationship to pupil:

Your address and postcode:

Your daytime telephone number:

Your evening telephone number:

Please give details of your complaint:

What action, if any, have you already taken to try to resolve your complaint?

(Who did you speak to and what was the response?)

Desired Outcome

What do you feel we should do to resolve your complaint at this stage?

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

Signature*:

Date:

*Alternatively, we will accept a *verified* contact email address as proof of authenticity

Please complete and return to the school office.

Your complaint will be acknowledged with an explanation of what happens next.