## Annex E - Complaint Form

Please read the Complaints Policy and Procedure before completing. For information on assistance available see policy para 5 and see Annex C para 2.1 for details of who it should be sent to, and how.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your name:** | |  | | | |
| **Pupil’s name:** | |  | | | |
| **Your relationship to pupil:** | |  | | | |
| **Address & Postcode:** | |  | | | |
| **Daytime telephone:** | |  | | | |
| **Evening telephone:** | |  | | | |
| **E-mail address:** | |  | | | |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.** | | | | | |
|  | | | | | |
| **What actions do you feel might resolve the problem at this stage?** | | | | | |
|  | | | | | |
| **Are you attaching any paperwork? If so, please give details.**  *This can be anything that supports your complaint, such as previous emails etc* | | | | | |
|  | | | | | |
| **Signature:** |  | | | **Date:** |  |
| **Official Use Only** | | | | | |
| **Date acknowledgement sent:** | | |  | | |
| **By who:** | | |  | | |
| **Complaint referred to:** | | |  | | |
| **Date:** | | |  | | |