

School Formal Complaint Form

Please complete this form and return it, via the school office, to the Head Teacher (or clerk to the governing body), who will acknowledge its receipt and inform you of the next stage in the procedure.

**Clare Sturmeay
Head Teacher**

Your name: _____

Relationship with school (e.g. parent of a pupil on the school roll): _____

Pupils name (if relevant to your complaint): _____

Address: _____

Telephone Number: _____

Email address: _____

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 to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)

If required please continue on separate paper, or attach additional documents. Number of additional pages:

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

If required please continue on separate paper, or attach additional documents. Number of additional pages:

Signature: _____

Date: _____

SCHOOL USE ONLY

Date Form received	
Received by	
Date acknowledgement sent	
Acknowledgement sent by	

Complaint referred to	
Date complaint referred	