

School Complaint Review Request 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: _____

Address: _____

Telephone Number: _____

Email address: _____

To Whom it May Concern

I submitted a formal complaint to the school on *(insert date)* _____ and am dissatisfied by the procedure that has been followed.

My complaint was submitted to *(insert name)* _____
and I received a response on *(insert date)* _____ from *(insert name)* _____

I have attached copies of my formal complaint and of the response(s) from the school.

I am dissatisfied with the way in which the procedure was carried out because:

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	