**Complaint Form**

Please complete and return to the school office. Please address the complaint to the headteacher (for stage 1), the Chair of Governors (for stage 2)

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| **Your name:** |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil:** |
| **Address:**  **Postcode:**  **Telephone number:** |
| **Please give details of your complaint, stating the nature of the complaint and the steps the school has undertaken so far in trying to gain a resolution.** |
| **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 who: |
| Complaint referred to: |
| Date: |