

Complaints Form to Accompany Complaints Procedure

This form is part of our Complaints Procedure and should be completed in conjunction with reading our Complaints Procedure on our website under 'About Us/Policies'.

* Required

Personal Details

1. Your full name *

2. Pupil's full name (if relevant, otherwise enter n/a) *

Contact Details

3. Your full address including post code *

4. Telephone number (day) *

5. Telephone number (evening) *

Details of Complaint

6. Please identify who the complaint is against. *

- Headteacher
- Governor
- Staff member

7. Please give details of your complaint, including whether you have spoken to anybody at the school about it. *

8. What actions do you feel might resolve the problem at this stage? *

Signature and Date

Signature of complainant and date complaint submitted.

9. Signature of complainant (your printed name will serve as your signature) *

10. Date *



Format: M/d/yyyy

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