Please complete and return to the school office marked Private and Confidential to the Head teacher who will acknowledge receipt and explain what action will be taken.

|  |
| --- |
| Your name: |
| Pupil’s name: |
| Your relationship to the pupil: |
| Address: |
| Postcode: |
| Tel No: |
| Please provide details of your complaint including any relevant times and dates: |
| What action, if any, have you already taken to try and resolve your complaint? What was the response? |
| What actions do you feel might resolve the problem at this stage? |
| Signature: |
| Date: |
| ***Official Use Only*** |
| *Date acknowledgement sent:* |
| *By whom:* |
| *Complaint referred to:* |
| *Date:* |

Further info: