

Complaint Form

Please complete and hand in to Mr Paul Gosling (Headteacher/ complaints co-ordinator who will acknowledge receipt and explain what action will be taken.

Your Name:	Pupil's name (if relevant):
Address: Postcode: Day time telephone number: Evening telephone number:	Your relationship to the pupil:
Please give details of your complaint (including all facts when?, what? and who?, etc.)	
What action, if any, have you already taken to try and resolve your complaint? (Who did you speak to and what was the response?)	
What actions do you think 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: