

COMPLAINTS FORM

When we receive a complaint, we aim to acknowledge its receipt within 2 days and send a full or interim response within 5 days.

Name of parent/carer	
Pupil's Name	
Address	
	Postcode:
	Telephone (Day):
	Telephone (Evening):
What is your concern and how has it affected you?	
Are you attaching any paperwork? If so, please list this below:	

**Have you discussed this matter with a member of staff before filling in this form?
If so, who did you speak to and what was the response?**

What would you like to happen as a result of making this complaint?

Signature

Date

Official use only

Initial response and
acknowledgement:

By whom:

Date:

Complaints reference number:

Action taken:

Date

Data Protection Act 1998 – We will only process your personal data to respond to your complaint. In general, this data will be used for administrative and statistical purposes.