

Complaint Form

The person who experienced the problem should normally fill in this form. If you are making a complaint on behalf of someone else please fill in Section B also. Please note that before taking forward the complaint we will need to be satisfied that you have the authority to act on behalf of the person concerned. If you are a pupil the school will help you complete, will explain it to you and will give you a copy of it when it is completed.

A. Your details

Title: Mr / Mrs / Ms / Other	<input type="text"/>	Surname	<input type="text"/>
Forname (s)	<input type="text"/>		
Daytime phone number	<input type="text"/>	Address and postcode	<input type="text"/>
Mobile phone number	<input type="text"/>		
Email Address	<input type="text"/>		
How would you prefer us to contact you?	<input type="text"/>		

B. If you are making a complaint on behalf of someone else, what are their details?

Their name in full	<input type="text"/>
Address and postcode	<input type="text"/>
What is your relationship to them?	<input type="text"/>
Why are you making a complaint on their behalf?	<input type="text"/>

C. About your complaint

C.1 Name the School you are complaining about.

C.2 What do you think they did wrong or did not do?

C.3 Describe how you have been effected.

C.4 When did you first become aware of the problem?

C.5 If it is more than three months since you first became aware of the problem, please give the reason why you have not complained before.

C.6 What do you think should be done to put matters right?

C.7 Have you already put your complaint to a member of staff? If so, please give brief details about how and when you did so.

Signature of complainant:

Date:

Signature if you are making a complaint on behalf of someone else

Signature:

Date:

Please send this form and any documents to support your complaint to the headteacher of the school.

Save and print this form so you have a copy for yourself.

OFFICIAL SCHOOL USE

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: