## A picture containing text, clipart  Description automatically generatedA black background with blue text  Description automatically generated

**Appendix A**

**Complaints Form**

Please complete and return to Mr. Simon Underhill, Headteacher, who will acknowledge receipt and explain what action will be taken.

|  |
| --- |
| **Your name:**  |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil (if relevant):** |
| **Address:** **Postcode:****Day time telephone number:****Evening telephone number:****Email address:** |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.** |
| **Please explain what steps you have taken to try and resolve this informally.** |
| **What actions do you feel 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 whom:**  |
| **Complaint referred to:** |
| **Action taken:**  |
| **Date:**  |