## 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.

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| --- |
| **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:** |