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**Complaints Form**

**September 2024**

**Humility ⚫ Faithfulness ⚫ Service**

**Complaints Form**

Please complete and return to the school office (marked private and confidential) and they 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:** | **Day time telephone number:** | | |
| **Evening telephone number:** | | |
| **Postcode:** | **Email address:** | | |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.** | | | |
| **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 who:** | | | |
| **Complaint referred to:** | | | |
| **Action taken:** | | | |
| **Date:** | | | |