

Complaint Form

If you are not satisfied or feel that you have been unfairly treated, we would like you to indicate the problem.

It is however very important that you seek to resolve any difficulties in the first instance by discussing your concerns/complaint with a member of staff at school.

If you have tried this and are still not satisfied with the response then please fill in all the sections of this form and return it to the Head Teacher or Chair of Governors.

Your Name:

Child's Name

Class/Group

Your Address:

Contact Details: (mobile) (home)(work)

Details of Complaint:

(Please be as specific as possible, e.g. giving dates, who was involved and where etc)

Please attach a continuation sheet/additional information if you wish

When did you report the problem to the school?

To whom at the school did you report the problem?

What was the response?

Have you complained to the school about this before? Yes/No *(delete as appropriate)

If so, to whom, and when?

What would you like to see done to resolve your complaint and bring the matter to an acceptable closure for yourself and the school?

Signed Date

(Parent/Guardian)

