



APPENDIX D

COMPLAINT FORM:

Please complete and return to the School Office in an enveloped marked 'Private & Confidential' to the relevant person listed below:

- a) General complaints are referred to the Head of School and begin at Stage 1 of the complaints process;
- b) Complaints against the Head of School are referred to the Executive Head and start at stage 2

If there is insufficient space for any items, please attach additional pages, as required.

Your name:

Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Address:

Postcode:

Email:

Daytime telephone number:

Evening telephone number:

Please give details of your complaint:

What action, if any, have you already taken to try and resolve your complaint.
(Who did you speak to and what was the response)?

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 only

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: