



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.

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|--|
| 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: