



Appendix; Complaints form

Please complete (using additional sheets if necessary) and return to The Chair of Governors who will acknowledge receipt and explain what action will be taken. If your complaint is concerning the Chair of Governors, please return it to the Clerk to the Governing Board via the school office.

Your name: Pupils name: Your relationship to the pupil: Address Postcode Daytime telephone number Evening telephone number
Please give concise details of your complaint, including dates, names of witnesses etc, to allow the matter to be fully investigated
What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to/write 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:
School Official Use:	
Complaint acknowledgement sent by:	Date:
Complaint referred to:	Date: