



Formal Complaints Form: Stage 1

Please complete this form and return it to the Headteacher (or Clerk to the Trustees), who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name	
Relationship with school (e.g. parent of a pupil on the school's roll)	
Pupil's name (if relevant to your complaint)	
Your address	
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. (You may continue on separate paper or attach additional documents, if you wish.	

What action, if any, have you already taken to try to resolve your complaint? (i.e. Who have you spoken with or written to and what was the outcome?)	
What actions do you feel might resolve the problem at this stage?	
Signature	
Date	

School Use

Date form received	
Received by	
Date acknowledgement sent	
Acknowledgement sent by	
Request referred to	
Date:	

Complaint referred to	
Date	