



## School Complaint Form

If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this form and send it to the Headteacher. (If your complaint is against the Headteacher you will need to send the form to the Chair of Governors). A copy of the School Complaints Procedure is attached to this form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Name of Child: \_\_\_\_\_

Date of Birth of Child: \_\_\_\_\_

What is your complaint about and what would you like the Headteacher to do?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continue on a separate sheet, if necessary)

When did you discuss your concern/complaint with the appropriate member of staff?

\_\_\_\_\_

What was the result of the discussion?

\_\_\_\_\_  
\_\_\_\_\_

(continue on a separate sheet, if necessary)

Signed \_\_\_\_\_ Date \_\_\_\_\_