

Appendix 1

Complaints Form

Please complete and return to the school office in a sealed envelope addressed to the relevant person as outlined in the policy.

| Personal Details | |
|---|--|
| Name: | |
| Pupil's name: | |
| Your relationship to the pupil: | |
| Address: | |
| Postcode: | |
| Day time contact number: | |
| Evening contact number: | |
| Please give details of your complaint: | |
| | |

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| |
| <p>What action, if any, have you already taken to try and resolve your complaint. (who did you speak to and what was the response)?</p> |
| |
| <p>What would you like as an outcome from your complaint(s)?</p> |
| |
| <p>Are you attaching any paperwork? If so, please give details.</p> |

| | |
|------------|--|
| Name: | |
| Signature: | |
| Date: | |

All functions of the complaint procedure must adhere to the requirements of the Data Protection Act 2018 and the Freedom of information Act 2000.

Internal Use

Date Received.....

Date Acknowledgement sent.....

Responsible member of staff.....