



Complaint form

Please complete and return to Mrs Mercy Atkins (*either Headteacher for Stage 1, or Clerk for Stages 2 and 3*) who will acknowledge receipt and explain what action will be taken.

Your name:		
Pupil's name (if relevant):		
Your relationship to the pupil (if relevant):		
Contact details:		
Please give details of your complaint (adding extra pages if necessary):		
No.	Details of issue	What action has been taken to resolve the matter and by whom?
1		
2		
3		



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

Date acknowledgement sent and by whom:

Stage:

Complaint referred to:

Action taken:

Date: