Appendix 2 – Formal Complaint Form

**Formal Complaint Form**

|  |  |
| --- | --- |
| Date |  |
| Your Name |  |
| Relationship with school / to the pupil |  |
| Pupil’s name (if relevant to the school) |  |
| Address |  |
| Telephone Numbers    Daytime    Evening |  |
| Email Address |  |

|  |
| --- |
| Please give details of your complaint (including dates, names of witnesses, etc.): |
| What action, if any, have you already taken to try and resolve your complaint (e.g. who have you spoken to and what was the response?) |
| What actions do you feel might resolve the problem at this stage? |
| Are you attaching any additional paperwork? If so, please give details. |

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| ***Office Use*** | |
| Date Form received |  |
| Received by |  |
| Date acknowledgement sent |  |
| Acknowledgement sent by |  |
| Complaint referred to |  |
| Date complaint referred |  |