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  |   |