**Formal Complaint Form (Appendix B)**

Please complete this form and return it to school office, together with any accompanying pages or documents, in a sealed envelope marked ‘For the attention of the Headteacher’. If your complaint is about the Head, please mark the envelope ‘For the attention of the Chair of the Academy Council’.

|  |  |
| --- | --- |
| **Your name:** |  |
| **Pupil’s name (if relevant):** |  |
| **Your relationship with the school (e.g. parent/ carer of pupil):** |  |
| **Your address:** |  |
| **Contact telephone number:** |  |
| **Email address:** |  |

|  |  |
| --- | --- |
| **Please give concise details of your complaint (including dates, names of witnesses etc.) to allow the matter to be fully investigated)****You may continue on separate paper, or attach additional documents, if you wish.** |  |
| **You may continue on separate paper, or attach additional documents, if you wish.** **Please confirm the number of additional pages:** |  |

|  |  |
| --- | --- |
| **What action, if any, have you already taken to try to resolve your complaint?** **(i.e. who have you spoken with or written to, and what was the outcome?** |  |

|  |  |
| --- | --- |
| **What actions do you feel might resolve the problem at this stage?** |  |

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

**For school use:**

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| --- | --- |
| **Date form received:** |  |
| **Received by:** |  |
| **Date acknowledgement sent:** |  |
| **Acknowledgement sent by:** |  |
| **Complaint referred to:** |  |
| **Date complaint referred:** |  |