|  |
| --- |
| Your Name: |
| Pupil’s Name (If relevant): |
| Your relationship to the pupil (If relevant): |
| Address:  Contact number:  Email address: |
| Please give details of your complaint, including whether you have spoken to  anybody at the school about it |
| What actions do you feel might resolve the problem at this stage? |
| Are you attaching any paperwork? If so, please give details |
| Signature: Print Name: Date: |
| Official use:  Date acknowledgement sent: |
| By Whom: |
| Complaint Referred to:  Date: |

**Complaint Form**