



## Appendix One - Complaint form

**Please complete and return to Michelle French, who will acknowledge receipt and explain what action will be taken.**

<b>Your name:</b>
<b>Pupil's name:</b>
<b>Your relationship to the pupil:</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Day time telephone number:</b>
<b>Evening telephone number:</b>
<b>Please give concise details of your complaint, including dates, names of witnesses etc, to allow the matter to be fully investigated</b>
<b>What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to/write to and what was the response)?</b>



**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:**

**By whom:**

**Complaint referred to:**

**Date:**