



**SCHOOL/TRUST - COMPLAINT FORM**

Please complete and return to the School (or in the case of a complaint which is not specific to the school to the Trust) who will acknowledge receipt and explain the complaints process.

**Your Name** .....

**Pupil's name** .....

**Your relationship to the pupil (if relevant)**  
.....

**Address**  
.....  
.....  
..

**Telephone number (day)** .....

**Telephone number (evening)** .....

**Please give brief details of your complaint**  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
.....

**What action, if any, have you already taken to try to resolve your complaint? (Who did you speak to and what was their response?)**

.....  
.....  
.....  
.....  
.....  
.....

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

.....  
.....  
.....  
.....  
.....

**Are you attaching any paperwork? If so, please give details**

.....  
.....  
.....  
.....  
.....  
.....

**Signature .....** (Complainant)

**Date .....**

