



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)
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Address
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Telephone number (day)

Telephone number (evening)

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

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

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

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Signature (Complainant)

Date

