

COMPLAINTS FORM

Please complete this form and return it to the school who will then forward it to the Head Teacher (Stage 1) or Chair of the Governing Body (Stage 2). Please continue on a separate sheet if necessary.

The procedures to be followed in dealing with the complaint are outlined in the school Complaints Procedure.

1. **Name**

2. **Address**

3. **Telephone Number** (Home) (Work)

4. **Name of Child**

5. **Details of the Complaint** (please include the date or period of time to which your complaint relates and confirm whether you have already expressed your concerns informally, and to whom and when)

6. **Do you have a suggestion for change?**

Please attach copies of any more information you have to back up your complaint, such as letters or reports.

Signed **Date**