**Complaints Form**

|  |  |
| --- | --- |
| **Your name:** | |
| **Pupil’s name:** | |
| **Name of School the pupil attends:** | **Class or Tutor Group:** |
| **Your relationship to Pupil:** | |
| **Your address and postcode:** | |
| **Your daytime telephone number:** | |
| **Your evening telephone number:** | |
| **Your email address:** | |
| **Your complaint is:** **(if you have more than one complaint, please number these)** | |
| **What action have you already taken to try and resolve your complaint(s)?**  (Who did you speak to and what was the response and or actions taken?) | |
| **What would you like as an outcome from your complaint(s)?** | |

|  |
| --- |
| **Are you attaching any paperwork? If so, give details here:** |

**Your signature……………………………………………………… Date …………………**

**All functions of the complaint’s procedure must adhere to the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000.**

**Please complete and return to the school (or Trust) office in a sealed envelope addressed to the Headteacher , Clerk of the local governing body or Clerk to the Trustees (as appropriate).**

***Office use***

**Date received …………………………………………………………**

**Date acknowledgement sent …………………………………………**

**Responsible member of staff ………………………………………………………..**