



**School Formal Complaint Form
Stage 2 of Complaints Procedure**

Please complete this form and return it to the school office or to the Head Teacher who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

Relationship with school (e.g. parent of a pupil on the school roll):

.....

Pupil's name (if relevant to your complaint):

.....

Your Address:

Telephone numbers

Daytime:

Evening:

E-mail address:

School use:

Date Form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Please give concise details of your complaint, (including dates, names of witnesses etc...), to allow the matter to be fully investigated:

You may continue on separate paper, or attach additional documents, if you wish.

Number of pages attached =

Signature:

School use:

Date Form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

What action, if any, have you already taken to try to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)

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

Date:

Complaint referred to:	
Date:	

School use:

Date Form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

School use:

Date Form received:
Received by:

Date acknowledgement sent:
Acknowledgement sent by: