



Complaints Form

Please fill in this form if you wish to make a complaint about a school. **When you have completed it please send it to the headteacher of the school concerned.**

Your name:

Mr/Mrs/Miss

Your child's name

School name: Class:

Your address:

Postcode:

Telephone no:

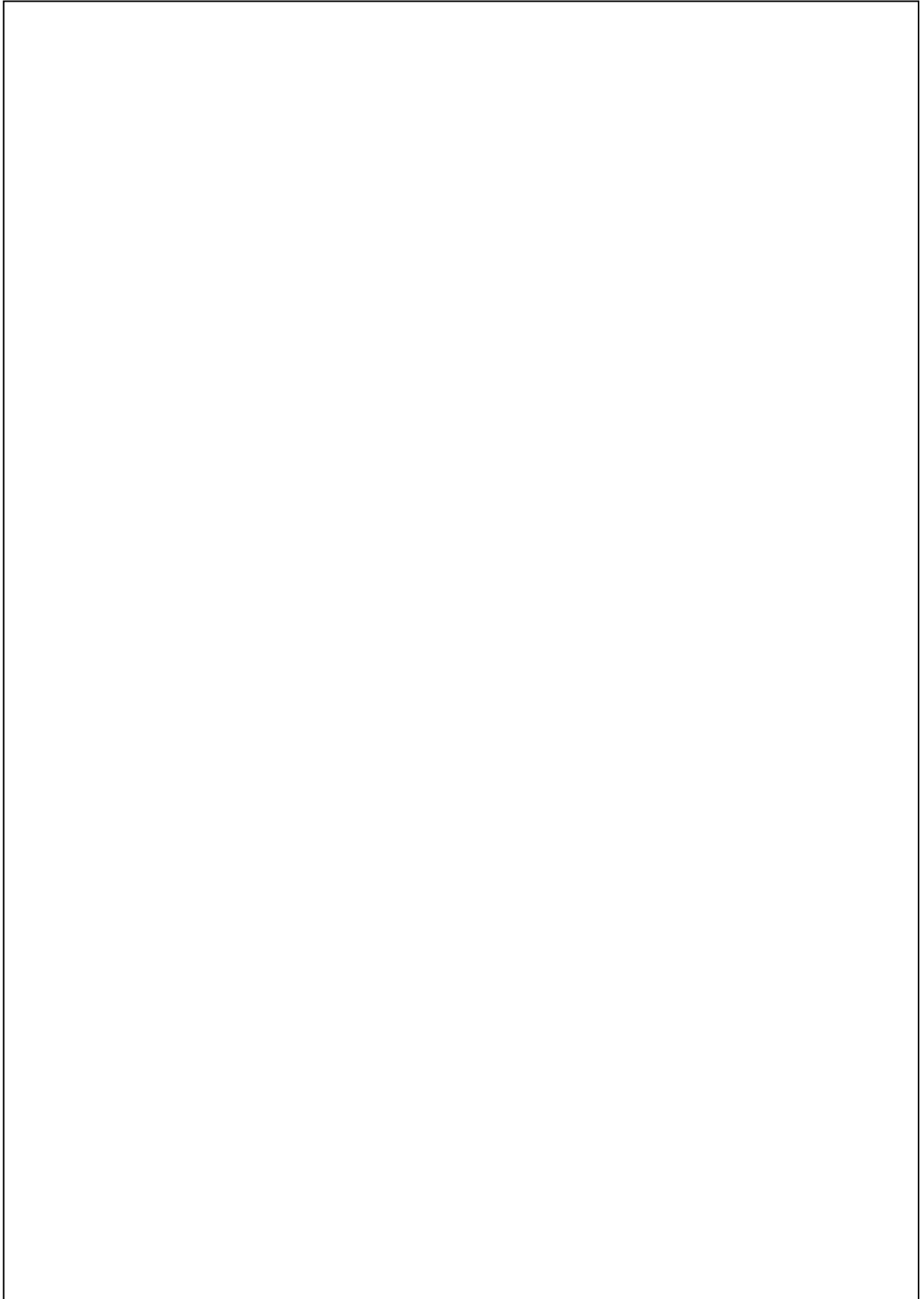
Have you already discussed this with a member of staff?

Yes

No

If so when and who was it?:

Please use the space below to tell us about your complaint.
(Please attach additional sheets if necessary)

A large, empty rectangular box with a thin black border, intended for the user to write their complaint. The box occupies most of the page's vertical space below the introductory text.

Please tell us what you would like us to do to put things right.

Signed:

Date:

Thank you for your comments.
We will be in touch as soon as possible with regard to your complaint.