

Appendix A

Complaints Form

Name of complainant:	
Contact details:	Address:
	Telephone:
	Email:
Outline of your complaint and how it has affected you (the complainant) / pupil:	
Have you discussed the matter already with a member of staff, if so, who? What was the outcome?	
What would you like to happen as a result of your complaint?	
Signature:	
Date:	

For school use:

Date received:	
Date acknowledged and by whom:	
Summary of action taken:	