School Complaints Form (for Stage 1 Complaints)

If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete tis form and send it to the Headteacher. (If your complaint is against the Headteacher you will need to send the form to the Chair of the Governing Body.

Your Name.

Address.

Post Code

Telephone Number (Home).

Telephone Number (Mobile).

Name of Child

Date of Birth of Chid

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| What is your complaint about and what would you like the Headteacher to do?  *Continue on a separate sheet if necessary* |

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| When did you discuss your concern/complaint with the appropriate member of staff?  Continue on a separate sheet if necessary |

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| What was the result of the discussion?  Continue on a separate sheet if necessary |

Signed Date