

Headteacher: Mrs. Lorna Jackson, MBE, Cert Ed. B.Ed, NPQH

Deputy Headteacher: Ms Anastasia Boreham

Complaint form

Please complete and return to the school office. The school will acknowledge receipt and explain what action will be taken.

Your name:

Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Please give details of your complaint, including whether you have spoken to anybody at the school about it. (You may continue on a separate piece of paper if necessary).



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

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

OFFICIAL USE

Date acknowledgement sent:

By who:

Complaint referred to:

Date: