

## Stage 1 Complaint form

*Please complete this form and return it the school office for the attention of the Headteacher, Chair of Governors or Clerk.*

Your name:

Relationship with school (e.g. parent):

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

Your address:

Telephone number:

Email address:

What action, if any, have you already taken to resolve your complaint?
Please give concise details of your complaint (including dates, names of witnesses, etc) to allow the matter to be fully investigated:
What actions do you feel might resolve the complaint at this stage?

Please continue on a separate sheet, or attach additional documents if you wish.

Number of additional pages attached =

Signature:

Date: