

Appendix 1**Complaints Form**

If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this 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 Board).

Name:	Address:
Tel. No/Mobile:	
Email:	
Name of child:	Postcode:
Date of Birth of child:	Relationship to the pupil:

What is your complaint about and what would you like the Headteacher to do?
When did you discuss your concern/complaint with the appropriate member of staff?
What was the result of the discussion?

Signed:

Date: