

Your name:	
Address:	
Postcode:	
Daytime telephone number:	
Evening telephone number:	
If applicable, name of child(ren) at school:	

[illegible]

Your relationship to the school, e.g. parent, carer, neighbour, member of public:

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 of acknowledgement sent:

By Whom:

Complaint referred to:

Complaints Process Flowchart

