

Appendix 6

SCHOOL COMPLAINTS PROCEDURE

Please complete and return to the Headteacher who will acknowledge receipt and explain what action will be taken.

Your name:

Pupil's Name:

Your relationship to the Pupil:

Address:

Daytime telephone number:

Evening telephone number:

Please give details of your complaint:
(Include dates, names of witnesses etc) to allow the matter to be fully investigated).

What action, if any, have you already taken to try and resolve your complaint.
(Who did you speak to and what was the response)?

Please continue on separate paper, if you wish.

SCHOOL COMPLAINTS PROCEDURE

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

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

Signature:

Date:

For official use only:

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: