**ANNEX C**

**Complaint Form** to be supplied with a copy of the adopted procedure

Please complete and return to the Headteacher who will acknowledge receipt .

The Procedure, at Stage 2, explains what action will be taken after receipt.

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| Your name: |
| Pupil’s name: |
| Your relationship to the pupil: |
| Address:Postcode:Day time telephone number:Evening telephone number: |
| Please give details of your complaint.  |
| What action, if any, have you already taken to try and resolve your complaint. (Whom did you speak to, when, and what was the response)?The form continues overleaf……………… |
| What actions do you feel might resolve the problem? |
| Are you attaching any paperwork? If so, please give details.  |
| Signature:Date: |
| Official useDate acknowledgement sent:By whom?: Complaint referred to:Date:  |