**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 use  Date acknowledgement sent:  By whom?:  Complaint referred to:  Date: |