

# Complaint Form

Please complete and return to Ms K Jordan, Headteacher or Mrs A Robertson, Clerk to Governors who will acknowledge receipt and explain what action will be taken.

**Your name:**

**Address:**

**Postcode:**

**Day time telephone number:**

**Evening telephone number:**

**Pupil's name (if relevant):**

**Your relationship to the pupil (if relevant):**

**Please give details of your complaint, including whether you have spoken to anybody at the school about it.**

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

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

**Signature:**

**Date:**