

Parental complaint form

Appendix 3

If you run out of space at any part, please use extra paper / attach separately

Your name:

Pupil's name:

Your relationship to pupil:

Your address and postcode:

Your daytime telephone number:

Your evening telephone number:

Please give details of your complaint:

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

Desired Outcome
What do you feel we should do to resolve your complaint at this stage?

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

Your signature: _____ Date: _____

Please complete and return to the school office.
Your complaint will be acknowledged with an explanation of what happens next.