

# Parental complaint form

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

As per [Section 1.3.5](#) of the procedure, should you instead prefer to write or e-mail us your complaint, please ensure you include all of the details this form requires.

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 additional paperwork? If so, please give details:**

Signature\*:

Date:

*\*Alternatively, we will accept a **verified** contact email address as proof of authenticity*

**Please complete and return to the school.**

Your complaint will be acknowledged with an explanation of what happens next.