**FORMAL COMPLAINT FORM**

*If you are making a formal complaint to the school please complete this form. If you need help to complete the form please contact* *office@fortismere.org.uk* *for assistance.*

**Complainant’s name**

Title: Surname: First name:

**Student details**

Students’ name and tutor group:

Complainant’s relationship to the student:

**Contact details**

Email:

Mobile:

Address:

**Details of the complaint**

1. Please provide a summary of your complaint below:

2. Please provide details of any previous action taken by you or the school in relation to this matter:

3. What is your desired outcome:

*Please email your completed form to the relevant member of staff. If you are not sure who to send your form to please email it to* *office@fortismere.org.uk* *with the subject: Complaint*