

Complainants are requested to use this form when formally complaining to the school

Please complete in black ink

Complainant's name:

Title: _____ Surname: _____ First name (optional):

Pupil's name and tutor group: _____

Complainant's relationship to the

pupil: _____

Contact details:

Telephone:

Email:

Address:

Please provide a summary of your complaint below, including any previous action taken by yourself or the school with regards to this matter: