

Appendix One: Complaint Form

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:

What is your desired outcome: