

Sherington Primary School: Formal Complaint Form

Please complete this form and return it, via the school office, in an envelope marked 'private and confidential'. The headteacher (or clerk to the governing body), will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

Relationship with school (e.g. of a pupil on the school roll):

Pupil's name (if relevant to the matter to be discussed)

Your address:

Telephone numbers

Daytime:

Evening:

Email address:

Please give concise details of your complaint, (including dates, names of witnesses etc) to allow the matter to be fully investigated:

You may continue on separate paper, or attach additional documents, if you wish.

Number of additional pages attached = _____

Sherington Primary School: Formal Complaint Form

What action, if any, have you already taken to resolve your complaint? (ie who have you spoken with or written to and what was the outcome?)

What action do you feel might resolve the problem at this stage?

Signed Date

School use:
Date form received:
Received by:
Date acknowledgement sent:
Acknowledgement sent by:

Complaint referred to:

Date: