

Appendix A

School Complaint Form

**Your details**

Surname	
Forename(s)	
Title: Mr/Mrs/Ms/Other	
Address and postcode	
Daytime telephone number	
Mobile telephone number	
e-mail address	
How would you prefer us to contact you?	

**If you are making a complaint on behalf of someone else, please provide that person's details.**

Person's surname	
Person's forename(s)	
Person's title: Mr/Mrs/Ms/Other	
Person's address and postcode	
What is your relationship to the person?	
Why are you making a complaint on the person's behalf?	

Please provide information on separate sheets of paper, if necessary.

Please outline the complaint. (What do you think the school has done wrong or has not done?)

Please describe how this has affected you (or the person on whose behalf you are acting).

When did you (or the person on whose behalf you are acting) first become aware of the problem?

Have you (or the person on whose behalf you are acting) already raised your complaint with a member of staff / the school? If so, please give brief details of how and when?

If you (or the person on whose behalf you are acting) first became aware of the problem more than three months ago and you have not already raised your complaint with a member of staff / the school, please give the reasons.

What do you (or the person on whose behalf you are acting) think should be done to put matters right?

Your signature: \_\_\_\_\_ Date:

If you are raising making the complaint on behalf of another person, that person must also sign this form.

Signature: \_\_\_\_\_ Date: