



Formal Complaint Form

Name

Address

Postcode

Telephone No.

Day

Evening

What is it you want to complain about?

Have you complained to the Headteacher?

YES

NO

When did you do this?

Date:

What happened when you complained to the Headteacher?

What would you like us to do to put things right?

Signed

Date

Please return this form to the Chairman of the Governing Body via the school office.