

Complaint form



Please provide a detailed statement of your complaint, including:

- Dates and times of events
- Names of any people you have approached in relation to your grievance
- Copies of any documents relating to this complaint
- The effect the grievance has had on you and what you would like to see happen.

Once completed, return to the Head of School, marked '**Complaints Officer (Private & Confidential)**'

Date: _____

Name of person filling in this form: _____

Contact phone number: _____

Email: _____

Person filling in this form is a (please tick):

Teacher

Parent/ Guardian

Education Assistant

Other (specify) _____

Statement (Add additional pages if more space is needed)

Thank you for filling out this form. The Complaints Officer will let you know how your complaint is being addressed.