



# Annex A - Complaint Form

(Mr/Mrs/Miss/ Ms/Other):

First Name:

Last Name:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

If the complaint relates to a pupil, please give: Pupil's name:

And relationship to the pupil:

Please give details of your complaint



What action, if any, have you already taken to try to resolve your complaint? (Who did you speak to and what was the response?)

What would you like us to do to make improvements or put things right?

Are you attaching any paperwork? If so, please give details.

Signature: ..... Date: .....