

Stonehouse Park Federation Complaint Form



Please complete this form and return it to the Executive Headteacher (or Clerk to the governing body), who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name			
Relationship with school (eg parent of child on roll)			
Child's name(s) (if relevant to your complaint)			
Your Address			
Daytime telephone number		Evening telephone number	
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			

What action, if any, have you already taken to try to resolve your complaint? [i.e. who have you spoken with or written to and what was the outcome?]

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

Signature

Date

School Use

Date form received

Received by

Date acknowledgement sent

Sent by

Complaint referred to

Date

Complaint referred to

Date