

**Formal complaints form**

<b>Name</b>	
<b>Name of pupil, year group and your relationship to them (where applicable)</b>	
<b>Contact address</b>	
<b>Contact telephone day</b>	
<b>Contact telephone mobile</b>	
<b>Contact email address</b>	
<b>Details of the complaint</b>	
<b>Action taken so far (including staff member who has dealt with it so far) or solutions offered</b>	
<b>The reason that this was not a satisfactory resolution for you</b>	
<b>What action would you like to be taken to resolve the problem?</b>	

Signed:

Date::

<i>Official use</i>	
Date received:	Signed: