



Complaints Form

Complaints will be handled in accordance with the school's complaints policy. Copy of policy is located on the school website.

Title		
First Name		
Surname		
Address		
Telephone	(Day)	Evening
<i>(If a complaint relates to the student, please give:)</i>		
Student's Name		
Relationship to the student		
Please give details of your complaint:		
What actions, if any, have you taken to try and resolve your complaint? <i>(Who did you speak to and what was their response?)</i>		
What would you like us to do to make improvements or put things right?		
Are you attaching any paperwork? <i>(If so, please write details below;)</i>		
Signature		
Date		