

COMPLAINTS FORM

Please complete this form and return it to the school who will then forward it to the chair of the governing body. Please continue on a separate sheet if necessary.

1. **Name:**

2. **Address:**

3. **Tel. No.:** Home: Work:

4. **Name of Child:**

5. **Details of the Complaint:**
(please include the date or period of time to which your complaint relates and confirm whether you have already expressed your concerns informally, and to whom and when)

6. **Do you have a suggestion for change?**

Please attach copies of any more information you have to back up your complaint, such as letters or reports.

Signed: Date: