

Appendix A

Complaints Form

Please complete this form and return to the Headteacher, who will acknowledge receipt and explain what action will be taken. If your complaint involves the Headteacher or a member of the Governing Body, please mark it 'For the attention of the Clerk to the Governing Body' and return it to the school office.

Your Name:

Your child's name (if applicable):

Your phone number:

Your email address:

Please give details of your complaint:

Have you already spoken to anyone at the school about it? If so, what was the outcome of your conversation:

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

Signature:

Date: