



Ref: C01 – Formal Complaint Form

Please complete and return to the School who will acknowledge receipt and explain what action will be taken.

Name:	
Student's Name:	
Student's DOB and Form:	
Your relationship to Student:	
Address:	
Contact Telephone Number(s):	

Full Details of Complaint: <i>(include names of all persons involved and dates of incidents referred to)</i>	
What action, if any, have you already taken to resolve your complaint?	
What actions do you feel might resolve the problem at this stage?	
Attaching any paperwork? Please give details.	
Signature:	
Date:	

Official Use Only:

Date Acknowledgement sent:	
Name of Staff referred to:	
Signature:	
Date:	