

## Complaint Form

Please complete in BLOCK CAPITALS and return to the Business Manager who will acknowledge receipt and explain what action will be taken.

<b>Your name</b>	
<b>Pupil's name</b>	
<b>Your relationship to the pupil</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Contact telephone number (1)</b>	
<b>Contact telephone number (2)</b>	
<b>Please give details of your complaint below</b>	
<b>What action, if any, have you already taken to try and resolve your complaint? (To whom did you speak to and what was the response?)</b>	
<b>What actions do you feel might resolve the problem at this stage?</b>	
<b>Are you attaching any paperwork?</b>	<b>YES      NO</b>
<b>If so, please give details.</b>	
<b>Signature:</b>	<b>Date:</b>

<b>For Official use only</b>			
Date acknowledgement sent		Complaint resolved at which stage	
Acknowledgement sent by		Complaint recorded in academy records	
Complaint referred to			
Complaint referred on (date)			