



New Woodlands School – Complaint form

Please complete this form and return it to the Headteacher who will acknowledge its receipt and inform you of the next stage in the procedure.

Your Name:

Relationship with school (e.g. parent of a pupil on the school's roll):

Pupil's name (if relevant to your complaint):

Your Address:

Daytime telephone number :

Evening telephone number:

Please give concise details of your complaint, (including dates names of witnesses etc) to allow the complaint to be fully investigated.

You may continue on separate paper, or attach additional paperwork, if you wish.

Number of additional pages attached=

What action, if any, have you already taken to try to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)

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

Signature:

Date:

School use:

Date form received:

By:

Date acknowledgement sent:

By:

Complaint referred to:

Date: