

Appendix 5 Complaint Form

Complaint Form			
Name of complainant			
Address:		Telephone:	Mobile:
			Email:
Name and role of who the complaint has been raised with (Please include any relevant dates)			
Reason for complaint (Please include as much information as possible about what specifically you are unhappy about and why)			
Desired outcome			
List of relevant documents enclosed with the complaint form			

Declaration

The information included in this complaint form is accurate to the best of my knowledge. I agree to co-operate fully with the complaints procedure and acknowledge my ongoing obligation to treat the school and its staff in a reasonable manner at all times.

Signed:

Date: