

Complaint form for St Peter’s C of E Primary School

Please complete and return to Sarah Dunning (Head Teacher) for a Stage 1 complaint, or Juliet Williams (Clerk to Governors) for a Stage 2 or 3 complaint, and they will acknowledge receipt and explain what action will be taken.

Your name:		
Pupil’s name (if relevant):		
Your relationship to the pupil (if relevant):		
Contact details:		
Please give details of your complaint (adding extra pages if necessary):		
No.	Details of issue	What action has been taken to resolve the matter and by whom?
1		
2		
3		
etc		

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

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent and by whom:

Stage:

Complaint referred to:

Action taken:

Date: