

School name... Complaint form

Section A – Your Details

Title – Mr/Mrs/Ms/Other

Surname

Forename

Home Tel No

Mobile Tel No

Email Address

Address and Postcode

How would you prefer us to contact you?

Section B

Please give details of your complaint, including whether you have spoken to anybody at the school about it (please use a continuation sheet if necessary)

What would constitute a satisfactory resolution of your complaint?

School name... Complaint review request form

Section A – Your Details

Title – Mr/Mrs/Ms/Other	
Surname	
Forename	
Home Tel No	
Mobile Tel No	
Email Address	
Address and Postcode	

How would you prefer us to contact you?

Section B

Please give reasons why you consider the response to your complaint from the Chair of Governors should be reviewed.

Please use a continuation sheet if required

What would constitute a satisfactory outcome by way of resolution of your complaint?

If at the end of the process you are not satisfied with the handling of your complaint and are seeking redress beyond the school you can contact the DFE. See Page 17 of our complaints policy for more details.