COMPLAINT FORM

Please complete and return to the Mrs Peet marked as Private and Confidential. You will receive an acknowledgement for your complaint and an outline of the action to be taken.

| Your name: | |
|--|--|
| Pupil's name (if relevant): | |
| Your relationship to the pupil (if relevant): | |
| NB: If you are a third party acting on behalf on a complainant, please ensure you have provided the appropriate consent. | |
| Address: | |
| | |
| Email address: | |
| Day time telephone number: | |
| Evening telephone number: | |
| | |

| Summary of the facts of the complaint in chronological order including whether you have spoken to anyone in school about it | Dates, times of incidents | Witnesses | Evidence / paperwork |
|---|---------------------------|-----------|-------------------------|
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| Outline here how you have attempted to resolve your concerns and the reason this was not a satisfactory solution for you. | | | | | | | |
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| Date/s dealt wit | h: | | | | | | |
| Name of the per | | | | | | | |
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| What actions / r | esolution / outcor | me you would li | ike to | resolve your comp | laint | | |
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| Signature: | | | Date: | : | | | |
| Official use | | | | | | | |
| Date received: | | | | By who: | | | |
| Referred to: | | | | Date referred: | | | |

NB: additional lines/spaces can be inserted into this form as required. All sections require completion.

| If you are raising this complaint as a third party, acting on behalf of the complainant, consent is required by the complainant. They should complete the following section to confirm this. | | | |
|--|--|--|--|
| Ι, | [PRINT NAME] give consent to | | |
| | [PRINT NAME] to raise this complaint on my behalf. | | |
| I am aware that this will mean you discussing my complaint and any relevant personal information with them. | | | |
| Signature: | | | |
| Date: | | | |