If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this form and send it to the Head of School. {If your complaint is against the Head of School you will need to send the form to the Executive Head}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Your Name:** |  | | | |
| **Address:** |  | | | |
|  | | | **Post Code** |  |
| **Telephone Number (Home):** | |  | | |
| **Telephone Number (Day):** | |  | | |
| **Telephone Number (Mobile):** | |  | | |

|  |  |
| --- | --- |
| **Name of Child** |  |
| **Date of Birth of Child** |  |

|  |
| --- |
| **Please give details of your complaint.** |
|  |
| *Continue on a separate sheet as necessary* |

|  |
| --- |
| **What action, if any, have you already taken to try and resolve your complaint?** |
|  |
| *Continue on a separate sheet as necessary* |

|  |
| --- |
| **What actions do you feel might resolve the problem at this stage?** |
|  |
| *Continue on a separate sheet as necessary* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |