**APPENDIX A**

**COMPLAINTS FORM**

*(To be completed by the complainant)*

If your complaint has not been resolved informally, you may move to the formal stage by setting out your complaint on this form and sending it to the Headteacher. If the complaint is against the Headteacher, this complaint form should be addressed to the Clerk to the Governors.

**A. THE COMPLAINTANT**

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| Complainant’s Name |  |
| Relevant Student (if applicable) |  |
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**B.** **Please state nature of the complaint** (continue on a separate sheet if necessary)

Please be concise and factual and avoid inflammatory or insulting language.

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**C. What attempts have you made to resolve this informally**?

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**D.** **What do you feel would resolve the complaint?**

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**E.** **I agree that the above accurately reflects my complaint** (to be signed by the complainant)**:**

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| --- | --- |
| Signed | Date |
| Print Name |  |