

Complaints form

1. Name of pupil	2. Name of adult completing this form on behalf of this child (relationship to the child)
1.	2.
3. Date of correspondence	4. Who would you like to address your concerns to? (see appendix 2 for a suggested flow of concerns)
3.	4.
5. Give a brief description of concerns (use bullet points if necessary)	
5.	
6a. Have you raised these concerns with a member of staff previously? (if no, go straight to 7)	6b. Were you happy with the way that it was dealt with? (If yes, go straight to 7)
6a.	6b.
6c. If you were unhappy with how this was dealt with, please explain why.	7. What would you like to see happen next? (use bullet points if necessary)
6c.	7.
8. How would you best like to be contacted?	9. If you would like to meet or be telephoned, is there an appropriate time to do so?
8.	9.