

Huttoft Primary School (Academy) Complaints Form – Step Three

Please complete this form and return it to the Headteacher who will acknowledge its receipt and inform you of the next stage in the procedure. Should you feel unable to write your response the school can produce a typed statement for you to sign and append to this Complaints Form.

Your name:Pupils' Name:.....		
Relationship to pupil:.....		
Your address:.....		
.....		
Daytime telephone number:.....		
Please give concise details of your complaint (including dates, names of witnesses etc), to allow the matter to be fully investigated. You may continue on a separate piece of paper, or attach additional paperwork if you wish.		
Number of additional pages:		
What action, if any, have you already taken to try to resolve your complaint? (i.e., who have you spoken with or written to and what was the outcome?)		
What actions do you feel might resolve the problem at this stage?		
Signature:		Date:
Academy use: Received by:		Date form received: Date acknowledgement sent by:
Complaint referred to:		
Date:		

