



## St Joseph's Catholic Primary School

### Formal Complaint Form

Please complete this form and return it to the school office or to the Head Teacher, if the complaint is against the Head Teacher please address it to the chair of Governors, we will acknowledge receipt of your complaint and inform you of the next stage of the procedure.

Your Name:.....

Relationship with the school (e.g. Parent):

.....

Pupil's name (if relevant to your complaint):

.....

Your address:

Telephone numbers

Daytime

Evening

E mail address .....

Please give concise details of your complaint, (including dates, times, witnesses) to allow the matter to be fully investigated.

Please continue on separate paper- Number of additional documents attached.....

What action, if any have you already taken to try and resolve your complaint?

What actions do you feel might resolve the problem at this stage?

School use:

Date form received:

Received by:

Date acknowledgement sent by:

Complaint referred to:			
Date:			