Flying High Partnership

Appendix 1: School Formal Complaint Form

Please tell us:

1. **What happened?**
2. **Why are you concerned?**
3. **What have you already done to try to resolve it?**
4. **What would you like the school to do?**

Once completed please return to the school office email / in-person

Your name	
Relationship with school (e.g. parent /carer)	
Pupil's name (if relevant to your complaint)	
Telephone number	
E-mail address	
Please give concise details of your complaint, (including dates, names of witnesses etc.), to allow the matter to be fully investigated:	
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?	
Signed:	Date:
School use **Date form received:** **Received by:** **Date acknowledgement sent:** **Sent by:** **Complaint referred to:** **This form and associated complaint records will be stored and disposed of in accordance with the Trust's records retention schedule and applicable data protection requirements.**	