



Appendix One - Complaint form

Please complete and return to The Proprietress who will acknowledge receipt and explain what action will be taken. If your complaint is concerning the Proprietress, please return it to the secretary to the Proprietress via the School Office.

Your name:

Pupil's name:

Your relationship to the pupil:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

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 and resolve your complaint.
(Who did you speak to/write to and what was the response)?

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

Are you attaching any paperwork? If so, please give details.



Signature:

**Vivid Mind
Schools**

Date:

Official use

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: