Beaminster School Complaint Form

Ambition • Service • Kindness

Please read the Complaints Policy and Procedure before you complete this form and remember that it is necessary to follow the suggested informal procedures before you consider making a formal complaint, although this form may be helpful in either case.

If you wish to make a complaint please complete this form and return it to the school as soon as possible, marked for the attention of the Headteacher. Your complaint will be acknowledged and you will be informed of the next stage in the procedure.

Your Name: ……

Relationship with school (e.g. parent/carer): ……

Student's name (if relevant to complaint): …… Tutor group:……..

Your Address: ……

……

Daytime telephone: ……

Email: ……

Please give concise details of your complaint, including dates, names of witnesses etc, and whether you have spoken to anybody else at the school about this, to allow the matter to be fully investigated (you may continue on a separate sheet or attach additional paperwork if you wish).

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

Are you attaching any additional paperwork, if so, please give details:

Signature: ……

Date: ……..

For School Use	
Date form received	
Received by	
Date acknowledgement sent	
Acknowledgement sent by	
Complaint referred to	