



Responding to Parents' Concern - School Complaints Form - Stage 3

If you are not satisfied with the way matters have been dealt with or feel that you have been unfairly treated, we would like you to indicate your concerns below.

It is, however, important that you attempt to resolve any difficulties in the first instance by discussing your concerns/complaint with a member of staff or the Headteacher at the school.

If you have tried this and are still not satisfied with the response then please fill in all the sections of this form and return it to the Chair of Governors, c/o the school address.

Your name:		
Your address:		Your telephone numbers: Home: Work:
Childs Name:	Date of Birth:	Class:
Your relationship to the child:		
Please give a brief description of your complaint		

School Complaints Form – Stage 3 (continued)

When did you report the problem to the school?	To whom at the school did you report the problem?
What was the response?	
Have you complained to the school about this before?	Yes / No
If so, to whom and when?	
What steps do you feel should have been taken by the school to resolve the matter?	
What steps do you feel should now be taken by the school to resolve the matter?	

Signed _____ **Date** _____

For school use

Date form given/sent to complainant	Date form received by school
Complainants name	
Complainants address	
If applicable: Childs name and d.o.b.	Relationship to the child
Telephone numbers: Home Work Mobile	
Nature of complaint	
List of action taken to resolve complaint	
Outcome of complaint	
Date forwarded to Chair of Governors for action	
Any other comments	
If applicable: Date forwarded to Stage 4	