



## Complaint Form

Please complete and return to the Headteacher via the Headteacher's PA Mrs Dawson [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or to the Chair of Governors via the Clerk to the Governing Body, Mrs Ainsworth, [mainsworth@sackvilleschool.org.uk](mailto:mainsworth@sackvilleschool.org.uk) Alternatively, forms can be left in an envelope at reception clearly marked Private and Confidential FAO of the Headteacher or Chair of Governors. The recipient will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>
<b>Student's name (if relevant):</b>
<b>Your relationship to the student (if relevant):</b>
<b>Address:</b>  <b>Postcode:</b> <b>Day time telephone number:</b> <b>Evening telephone number:</b>

**Please give details of your complaint, including whether you have spoken to anybody at the school about it.**

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

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

**Signature:**

**Date:**

**Official use** (documented internally online)

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**