

School Complaint Review Request Form

Please complete and return this form to the Head Teacher or Clerk to the Governing Body, who will acknowledge receipt and inform you of the next stage in the procedure.

Your name:	
Relationship with the School (e.g. Parent, neighbour):	
Your Address:	Telephone (Daytime): (Evening):
E-mail:	

Dear Sir/Madam,

I submitted a formal complaint to the school on _____
and I am dissatisfied by the procedure that has been followed.

My complaint was submitted to _____
and I received a response from _____
On _____

I have attached copies of my formal complaint and of the response(s) from the school.

I am dissatisfied with the way in which the procedure was carried out, because:

You may continue on separate paper or attach documents, if you wish.
Number of additional pages =

Continued on next page

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

Signature.

Date.

School Use only:

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by :

Request referred to:

Date:

Additional Notes: