



# COMPLAINTS FORM

Complaints form to be filled out as accurately and detailed as possible within 3 days of the complaint being made.

Date when the issue was raised: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_

Brief statement of Issue

Member of staff handling the issue: \_\_\_\_\_

Brief Statement of Outcome: \_\_\_\_\_