# Carrington Junior School - Complaint Form - Appendix One

**Please complete and return to the Headteacher (unless the complaint is against the Headteacher in which case this should be forwarded to the Chair of Governors)** [**chaircarringtonjs@gmail.com**](mailto:chaircarringtonjs@gmail.com) **who will acknowledge receipt and explain what action will be taken.**

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| **Your name:** |
| **Pupil’s name:** |
| **Your relationship to the pupil:** |
| **Address:**  **Postcode:**  **Day time telephone number:**  **Evening telephone number:**  **Mobile number**  **Email Address:** |
| **Please give concise details of your complaint, including dates, names of witnesses etc to allow the matter to be fully investigated** |
| **What action, if any, have you already taken to try and resolve your complaint.**  **(Who did you speak to/write to and what was the response)?** |
| **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**  **Date acknowledgement sent:**  **By whom:**  **Complaint referred to:**  **Date:** |