

COMPLAINT FORM

If you have a matter that you would like to raise with The Belham Primary School, we should like to support you in progressing this forward. Please provide us with the following information for us to assist you. Once completed please return the form to the Complaints Coordinator using the address below:

Joanne Pink

Email: info@thebelhamprimaryschool.org.uk

Postal Address: The Belham Primary School, 165 Bellenden Road, London SE15 4DG

Pupil Name: (If applicable)	
School attended:	
Year Group/Tutor: (If Applicable)	
Complainant Name:	
Relationship to pupil:	
Email:	
Telephone Number:	
*Address:	

*Where the writer is not a parent or carer raising the complaint please provide your address

Please give as much detail as possible regarding your complaint in the following sections 1-4.

1. Please provide us with full details of the matter in question - if this involves dates, times and witnesses please include them. This will enable the school to properly investigate.

2. What action have you taken so far to resolve this matter (Who did you speak to and what was their response)

3. If you have not yet taken any action, please set out your reasons why below:

4. What actions do you feel might resolve the matter at this stage?

Signature: _____

Date: _____