

THE CHARTER SCHOOLS

EDUCATIONAL TRUST

Complaints Form

Your name:	
Pupil's name:	
Name of School the pupil attends:	Class or Tutor Group:
Your relationship to Pupil:	
Your address and postcode:	
Your daytime telephone number:	
Your evening telephone number:	
Your email address:	
Your complaint is: (if you have more than one complaint, please number these)	
What action have you already taken to try and resolve your complaint(s)? (Who did you speak to and what was the response and or actions taken?)	

What would you like as an outcome from your complaint(s)?

Are you attaching any paperwork? If so, give details here:

Your signature..... Date

All functions of the complaint's procedure must adhere to the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000.

Please complete and return to the school (or Trust) office in a sealed envelope addressed to the Headteacher , Clerk of the local governing body or Clerk to the Trustees (as appropriate).

Office use

Date received

Date acknowledgement sent

Responsible member of staff