**Formal complaint**

Please complete and return to Mr Mohammed Zabar (Chair of Governors) 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: | |
| Please give details of your complaint. | | | |
| What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to and what was the response)? | | | |

Complainant may complain to the LEA or appropriate Diocesan body who may review due process

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| 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: | Complaint referred to: |
| Acknowledgement sent by: | Date: |