



## COMPLAINTS FORM

YOUR DETAILS	
Name	
Email	
Address	
Name of student: Year group: Your relationship to them: <i>(if applicable)</i>	
COMPLAINT DETAILS	
Grounds of complaint	
What steps have been taken to resolve the complaint informally <i>(including details of who the matter was raised with, when and what solution was offered)</i>	

<p><b>Why have the steps taken so far failed to resolve the complaint?</b>  <i>(including what you consider should have been done / where the School / Trust has not met reasonable expectations in its response)</i></p>	
<p><b>OUTCOME SOUGHT</b></p>	
<p><b>What action would you like taken to resolve the matter?</b></p>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed forms to [cooperz@prentonhighschool.co.uk](mailto:cooperz@prentonhighschool.co.uk) or hand in to the school office in a sealed envelope marked for the attention of the relevant addressee (*please refer to the Complaints Policy and in particular paragraph [6], complaints about specific role-holders, for further information*).