



Allendale Primary School
Complaints Form

Please complete and return to the Headteacher / Chair of Governors who will acknowledge receipt and explain what action will be taken.

Your Name	
Pupil's name (if applicable)	
Your relationship to the pupil (if applicable)	
Address	
Telephone number	
Please give details of your complaint. <i>(Continue on a separate sheet if necessary)</i>	
What action, if any, have you already taken to try and resolve your complaint, (who did you speak to you 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 who

Complaint
referred to

Date