**Appendix 2**

## Complaint Form

Please complete and return to [head@blatchingtonmill.org.uk](mailto:head@blatchingtonmill.org.uk) who will acknowledge receipt and explain what action will be taken. If you require help in completing the form, please contact the school office. You can also ask third party organisations like the Citizens Advice to help you.

This form is provided for ease of use – you may also raise your complaint in person or by telephone, in which case the person you raise the complaint with will complete the form.

|  |
| --- |
| Your name: |
| Pupil’s name (if relevant): |
| Your relationship to the pupil (if relevant): |
| Address:  Tel no:  Email: |
| Please give details of your complaint, including whether you have spoken to anybody at the school about it. |
| 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: |