



Berkeley Primary School
Complainant Form



Please complete and return to the school office marked 'CONFIDENTIAL' for the attention of the Headteacher / chair of governors, who will acknowledge receipt and explain what action will be taken.

CONTACT DETAILS

Your family name / surname:	
Pupil's family name / surname (if applicable):	
Relationship to the pupil (if applicable):	
Address (including postcode):	
Daytime telephone number:	Mobile telephone number:
Email address:	

DETAILS OF COMPLAINT

Please give details of your complaint (please note, if your complaint relates to a member of staff we will share this information with them):
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What action, if any, have you already taken to try and resolve your complaint.
(Who did you speak to and what was the response?)

What actions do you feel might resolve the problem at this stage? (required)

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

OFFICIAL USE

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: