



APPENDIX 1: Complaints Form

Confidential when completed

Please complete and return to the Headteacher / the Chair of Governors, who will acknowledge receipt within 5 working days and explain what action will be taken.

Your name:

Pupil's Name:

Your relationship to the pupil:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Email address:

Please give details of your complaint:

What action have you already taken to try and resolve your complaint?

For example, who did you speak to and what was the response?



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

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

Signature: _____

Date: _____

For official use

Date acknowledgement sent:

By who:

Complaint referred to:

Date:

Please return this form to:

Neil Baker, Headteacher or
Isobel Griffiths, Chair of Governors
Christ Church CE (VC) Primary School
Berryfield Road
Bradford-on-Avon BA15 1ST

Tel.: 01225 863444
Email: admin@christchurch.wilts.sch.uk