



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
Amy Laird, 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