

Complaint form – formal complaints

Complainant's details

Your name	
House/ flat/ building number and street name	
Town	
County	
Postcode	
Your telephone number	
Your email address	

Details of complaint

Please provide as much detail as possible. All boxes expand to take additional text.

I am writing to make a formal complaint against/about:

Please describe what your complaint is and when it arose:

What you think the school did wrong or did not do? Include dates, names of witnesses etc.

Please provide details about the consequences of what happened.

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What action, if any, have you already taken to try to resolve your complaint? (who have you spoken with or written to and what was the outcome?)

What do you think the school should do to resolve matters at this stage?

Please list copies of any documents you are attaching to the complaint:

Declaration

Please consider if you give consent to share your personal data with any investigating officer or not, and tick the appropriate option:

	<p>Either</p> <p>I give my consent for information held in paper and electronic records in respect of my case to be made available to any allocated investigator. I consent to this confidential and sensitive data to be shared for that specific purpose. I realise that any information held about any third party cannot be shared without their specific consent.</p> <p>Should it be necessary in the view of the investigator to seek that third party consent I give my approval that they may share sufficient information with that third party to enable that person to make an informed choice about whether or not to give consent to sharing that person's information with the investigator.</p>
	<p>or</p> <p>I do not give my consent to share my personal data to an allocated investigating officer. I acknowledge that this may limit the scope of the complaint investigation.</p>

Signed: _____

Date: _____