



Appendix A: Complaints Form

Please complete and return to the appropriate email address (see page 4 of the complaints policy). We will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Address:
Postcode:
Day time telephone number:
Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about it and any relevant dates. <i>It is expected that the issues would have already been raised as a concern to the school prior to a complaint being made.</i>



SARK SCHOOL

Policy Approved: 11/12/2024

Policy Review Date: 11/12/2026

Official use

Date acknowledgement sent:

By who:

Complaint referred to:

Action taken:

Date: