

**SCHOOL COMPLAINTS PROCEDURE
COMPLAINT FORM
NUNTHORPE SCHOOL**

Please complete and return to Mr JR Thompson, Director of Business and Finance (Complaints Co-ordinator) who will acknowledge receipt and explain what action will be taken.

Your name:	
Student's name:	
Your relationship to the Student:	
Address:	
Postcode:	
Day time telephone number:	
Evening telephone number:	
Please give details of your complaint	
What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to and what was the response)?	

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What actions do you feel might resolve the problem at this stage?	
Are you attaching any paperwork? If so, please give details.	
Signature:	
Date:	

Official use

Date acknowledgement sent:	
By who:	
Complaint referred to:	
Date:	