

**Complaint Form**

<b>Academy Name:</b>	
<b>Please complete and return to:</b> i.e.: Who will acknowledge receipt and explain what action will be taken. <i>(Name and address of representative of the academy)</i>	
<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Tel No. (day)</b>	
<b>Tel No (evening)</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>Name and year group of children at the academy</b> <i>(if applicable)</i>	
<b>Please give details of your complaint</b> <i>Add additional sheet if necessary.</i>	
<b>What action, if any, have you already taken to try and resolve your complaint?</b>  <b>Who did you speak to and what was the response?</b>	

<p><b>Please state your relationship with the academy, e.g.: parent, carer, neighbour, member of the public.</b></p>	
<p><b>What actions do you feel might resolve the problem at this stage?</b></p>	
<p><b>Are you attaching any paperwork? If so, please list.</b></p>	
<p><b>Signature:</b></p>	
<p><b>Date:</b></p>	

<p><i>Official Use:</i></p>	
<p><i>Date of acknowledgement sent:</i></p>	
<p><i>By whom:</i></p>	
<p><i>Complaint referred to:</i></p>	