



HIGHFIELDS SCHOOL

Formal Complaint Form

Please complete and return to the Headteacher's Personal Assistant who will acknowledge receipt and explain what action will be taken.

Your name:	
Student's name:	
Date of Birth:	
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?)**

How do you feel the issue could be resolved at this stage?

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

<i>School use only:</i>	
Date acknowledgement sent:	
By whom:	
Complaint referred to:	
Date:	