

# Complaint Form



Please complete and return this form to Mrs Otton (kotton@dormston.dudley.sch.uk OR alternatively return it to the School Office). You will then receive an acknowledgment letter which will explain what action will be taken next. Please note that complaints can NOT be made on behalf of somebody else if your complaint is with regards to a specific child as you will need to have Parental Responsibility in order to do this

<b>Your name:</b>
<b>Pupil's name (if relevant):</b>
<b>Your relationship to the pupil (if relevant):</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Day time telephone number:</b>
<b>Evening telephone number:</b>
<b>Please give details of your complaint, including whether you have spoken to anybody at the school about it.</b>

<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 give details.</b></p>	
<p><b>Signature:</b></p>	
<p><b>Date:</b></p>	
<p><b>Official Use</b></p>	
<p><b>Date acknowledgement sent:</b></p>	
<p><b>By who:</b></p>	
<p><b>Complaint referred to:</b></p>	
<p><b>Date:</b></p>	<p><b>Stage:</b> Concern/Stage 1/Stage 2/TBC</p>