

Resolution

How could this matter be resolved?

Next steps

Please hand this form into Reception.

You will receive an acknowledgement within 48 hours that your complaint has been lodged. The acknowledgement will set out the next steps in responding to your complaint.

Administration

Parent signature:

Date:

School use

Date form received:

Received by:

Date form acknowledged:

Acknowledged and signed by one of:

Principal: _____

Head of Learning: _____

Head of Administration: _____