



**St. Stephen's CE Primary School  
Complaint Form**

Please complete and return to the Headteacher.

Your name:

Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Address :

Email:

Contact telephone number:

Please give concise details of your complaint, including dates, times, names of witnesses etc, to allow the matter to be fully investigated.

You may continue on separate paper or attach additional documents if you wish.

What action, if any, have you already taken to try and resolve your complaint.  
(Who did you speak to and what was the response?)

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 whom:

Complaint referred to:

Date: