

TERRINGTON ST CLEMENT COMMUNITY SCHOOL

COMPLAINT LOG FORM

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

Your name:
Today's date:
Address:
Contact phone number(s):
Details of your complaint:
What action, if any, have you already taken to try to resolve your complaint: (who did you speak to and what was their 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 received:

Received by:

Signed:

Official use:

Date acknowledgement sent:

Sent by:

Signed:

Complaint referred to:

Date: