



## KINGSWODE HOE Complaint Form

If you wish to raise a complaint, please complete this form and return it to the headteacher. If your complaint relates to the SEAX Trust itself, please return this form to the Company Secretary of the SEAX Trust. You will receive confirmation of receipt and an explanation of the action to be taken.

<b>Your Name:</b>	
<b>Pupil's Name:</b>	
<b>Your Relationship to the Pupil:</b>	
<b>Your Address:</b>	
<b>Postcode:</b>	
<b>Daytime Telephone Number:</b>	
<b>Evening Telephone Number:</b>	
<b>Please give details of your complaint, continuing on a separate page if necessary:</b>	

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



<b>What action do you feel might resolve the problem at this stage?</b>	
<b>Are you attaching any paperwork? If so, please give details.</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Official Use:</b>	
Date acknowledgement sent:	
By who:	
Complaint referred to:	
Date:	

**Please return this form to the headteacher or the school office FAO the headteacher.**