



Enable Trust Complaint Form

Please complete this form and return it to the Headteacher or Clerk to the Local Governing Body, who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

School:

Pupil's name (if relevant to your complaint):

Relationship with school (e.g. parent of a pupil on the schools roll):

Your Address:

Telephone number:

Email address:

Please give concise details of your complaint, including dates, names of witnesses etc, to allow the matter to be fully investigated. (You may continue on a separate piece of paper, or attach additional documents, if you wish).

What action, if any, have you already taken to try to resolve your complaint? (I.e. who have you spoken with or written to and what was the outcome?).

What actions do you feel might resolve the problem at this stage?

Are you attaching any supporting paperwork? If so please give details.

Signature:

Date:

School use only:

Date complaint received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Date complaint referred:

Complaint referred to:

Notes: