Willenhall
Community
Primary School

COMPLAINT PROCEDURE FORM

Data Protection Act 1998

The personal data that you provide will be used for the purposes of investigating your complaint and for producing statistical data to enable the school's management to monitor the effectiveness of the school's complaint procedure. The information you give will be held securely and in confidence.

Please complete and return to Caroline Kiely (School's Complaints Co-ordinator) who will acknowledge receipt and explain what action will be taken.

updated: June 2018

(Please use BLOCK CAPITALS and black ink)

Title (Mr, Mrs, Miss, Ms, Dr, Rev etc): _____

Surname/Family Name: _____

First Name(s): _____

Home Address (Please include your postcode): _____

_____

_____

Daytime Telephone No: _____ Evening Telephone No: _____

If the complaint relates to a pupil, please give:

Pupil's name: _____ Relationship to pupil: _____

Please give 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 the response?)

What would you like the school to do to make improvements or put things right?

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

Signed: _____ Date: _____