



Sunnymede Junior School **Formal** Complaint Form



**PLEASE READ THE CONCERNS AND COMPLAINTS POLICY IN FULL BEFORE  
COMPLETING AND SUBMITTING YOUR FORMAL COMPLAINT**

Please complete and return to the school office in an envelope marked 'Strictly confidential' and addressed to either the headteacher, chair of governors or clerk to the governing body, depending on the nature of the complaint and in accordance with the processes set out in this policy. The office will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>
<b>Pupil's name (if relevant):</b>
<b>Your relationship to the pupil (if relevant):</b>
<b>Address:</b>
<b>Postcode:</b> <b>Contact number:</b> <b>Email:</b>
<b>Please give details of your complaint, including whether you have spoken to anybody at the school about it.</b>
<b>What actions do you feel might resolve the problem at this stage?</b>

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

**Signature:**

**Date:**

**Official use**

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**