**Complaint Form**

Please complete and return to [Clerk to the Board of Trustees](mailto:dwarner@hbk.acesmat.uk?subject=Formal%20Complaint) who will acknowledge receipt and explain what action will be taken.

|  |  |
| --- | --- |
| **Your name:** |  |
| **Pupil’s name (if relevant):** |  |
| **Address:** |  |
|  |
|  |
| **Postcode:** |  |
| **Daytime telephone number:** |  |
| **Evening telephone number:** |  |
| **Email address:** |  |

|  |  |
| --- | --- |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it** | |
|  | |
| **What actions do you feel might resolved the problem at this stage?** | |
|  | |
| **Are you attaching any paperwork? If so, please give details** | |
|  | |
| **Signature:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Official use:** |  |
|  |
|  |
| **Date of acknowledgement:** |  |
| **By whom:** |  |
| **Complaint referred to:** |  |
| **Action taken:** |  |
| **Date:** |  |

Please use this link to submit this form to [Clerk to the Board of Trustees](mailto:dwarner@hbk.acesmat.uk?subject=Formal%20Complaint)