



Complaint Form

Please complete this form and return to Mrs L Buckley (Complaints Officer) either by post or email (l.buckley@millthorpeschool.co.uk). You will then receive an acknowledgement and details of what action is to be taken.

Your Name/s:

Student's Name: Form: House:

Relationship to Student:

Address

.....

.....

Postcode

.....

Telephone Day

.....

Telephone Evening

.....

Email

.....

Please give full details of your complaint.

What action, if any, have you already taken to try and resolve your complaint.

(Who did you speak to and what was the response?)

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

Are you attaching any paperwork?

(If so, please give details.)

Signature: _____

Date: _____