

King Edward VI High School



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Complaints Form

Please complete and return to the Office Manager who will acknowledge receipt and explain what action will be taken.

Your Name

Pupils Name

Your relationship to Pupil

Address

Post code

Daytime Telephone Number

Mobile Number

Email address

Please give details of your complaint

What action, if any, have you taken to try and resolve your complaint?
(Who did you speak to and what was the response?)

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

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

Signature

Date

Official Use

Date acknowledgement sent

By who?

Complaint referred to

Date