# Complaint Form

Please complete and return to either:

* ***School Secretary (ppa@kscs.org.uk) regarding complaints to the Principal regarding school matters***

***or***

* ***Clerk of Governors* regarding complaints about the Principal or Governing body** who will acknowledge receipt and explain what action will be taken. (ppa@kscs.org.uk) this will be forwarded to the clerk to governors for a response.

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| **Your name:**  |
| **Pupil’s name (if relevant):**  |
| **Your relationship to the pupil (if relevant):**  |
| **Address:** **Postcode:** **Day time telephone number:** **Evening telephone number:**  |

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| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.**  |
| **What actions do you feel might resolve the problem at this stage?**  |
| **Are you attaching any paperwork? If so, please give details.**  |
| **Name of complainant/s** **Date:**  |
| **Official use**  |
| **Date acknowledgement sent:**  |
| **By who:**  |
| **Complaint referred to:**  |
| **Date:**  |