

Complaint Form

Please complete and return to(Business Manager) who will acknowledge receipt and explain what action will be taken.

Your name	
Student's name	
Your relationship to the young person	
Address	
Postcode	
Day Time Telephone Number	
Evening Telephone Number	
Please give details of your complaint. You may need to use a separate piece of paper and attach to this form	
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.	
Date	
Signature	

Official use Date acknowledgement sent:	
By who:	
Complaint referred to: Date:	