**School Complaints Procedure Complaint Form**

Data Protection Act 1998
The personal data that you provide will be used for the purposes of investigating your complaint and for producing statistical data to enable the school's management to monitor the effectiveness of the school's complaint procedure. The information you give will be held securely and in confidence.

**Please complete and return to the School’s Complaints Co-ordinator** **school@stivichall.coventry.sch.uk** **who will acknowledge receipt and explain what action will be taken.**

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| **(Mr/Mrs/Miss/ Ms/Other)** **First Name: Last Name:** **Address:** **Postcode:** **Day time telephone number:** **Evening telephone number:**  |
| If the complaint relates to a pupil, please give: **Pupil's name:And relationship to the pupil:** **Please give details of your complaint.**  |

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| **What action, if any, have you already taken to try to resolve your complaint? (To whom speak and what was the response?)** **What would you like the school to do to make improvements or put things right?** **Are you attaching any paperwork? If so, please give details.**  |

**April 18**

**Signature:**

**Date:**