

**Formal Complaint Form**

<b>Name:</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Email address:</b>		
<b>Telephone No:</b>	<b>Day:</b>	
	<b>Evening:</b>	
	<b>Mobile:</b>	
<b>What is the nature of your complaint? (Please use additional sheets if needed)</b>		

<p><b>Have you raised your issue(s) with your child's Class Teacher at the informal stage? If so, when did you do this?</b></p>	<p><b>Yes (inc. date)</b></p>	<p><b>No</b></p>
<p><b>Have you complained to the Headteacher at Stage 1?</b></p>	<p><b>Yes (inc. date)</b></p>	<p><b>No</b></p>
<p><b>What happened when you complained to the Headteacher?</b></p>		
<p><b>What are your desired outcomes?</b></p>		
<p><b>Signed:</b></p>		
<p><b>Date:</b></p>		

Please return your completed complaint form to the School Office either by email at [admin@highwych.herts.sch.uk](mailto:admin@highwych.herts.sch.uk) or in hard copy format and it will be passed to the Headteacher or Chair of Governors, depending on what stage the complaint is at and what it is regarding.