



COMPLAINT FORM

Please complete and return to Jessica Newitt, Headteacher at newitt.j1@welearn365.com, who will acknowledge receipt and explain what action will be taken.

If your complaint is about the Headteacher, please complete and email to our Chair of Governors, Mr Alex Quinn at quinn.a@welearn365.com

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Address:
Postcode:
Day time telephone number:
Evening telephone number:
Please give details of your complaint
What action has been taken so far (including staff member who has dealt with it) or solutions offered:
What actions do you feel might resolve the problem at this stage? What outcome are you expecting?



COMPLAINT FORM

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

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Signature:

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Date:

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Official use

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Date acknowledgement sent:

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By who:

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Complaint referred to:

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Date: