



Mr Mark Elms M.A. **Headteacher**  
Miss Lorraine Stewart B.Ed. **Deputy Headteacher**  
Mr Richard Graham B.Sc. (Hons) **Deputy Headteacher**  
Ms Michelle Rosemond B.Ed (Hons) **Assistant Head and SENCo**  
Ms Rachel Delacy-Taylor CSBM, InstAM **School Business Manager**

## TIDEMILL PRIMARY SCHOOL COMPLAINT FORM

Please complete this form and return it to the Head Teacher / Chair of Governors who will acknowledge it's receipt and inform you of the next stage in the procedure

### Part 1 - Contact Information

Your Name	
Relationship with School (e.g. Parent of a pupil on the school's roll)	
Pupil's Name (if relevant to the complaint)	
Your Address	
Daytime Telephone Number	
Evening Telephone Number	

### Part 2 - Details of Complaint

Please give concise details of your complaint (including dates, names of witnesses etc) to allow the matter to be thoroughly investigated.

You may continue on separate paper, or attach additional paperwork if you wish.  
Number of additional pages attached:

What action, if any, have you already taken to try to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)

What actions do you feel might resolve the problem at this stage?

Signature:

Date:

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### School Use Only

Date form received	
Received by	
Date acknowledgement sent	
Acknowledgement sent by	

Complaint referred to			
Date			