

Appendix 2:

School Complaint Form

When you have completed this form please return it to the school or email it to [esmith@penistone-gs.uk](mailto:esmith@penistone-gs.uk) marked clearly **For the Attention of the Principal**.

|  |  |  |
| --- | --- | --- |
| Parent/Carer’s Details | | |
| Parent/Carer’s Name |  | |
| Student’s Name |  | |
| Relationship to the Student |  | |
|  |  | |
| Address |  | |
|  |  | |
| Post Code |  | |
| Telephone Number |  | |
|  |  | |
| The Complaint (please continue on a separate sheet if necessary) | | |
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|  | | |
|  | | |
|  | | |
| Signature | | |
| Signature of Parent/Carer | Date: |  |
|  |  |  |
| School Action | | |
| Date Received in School | Received by: |  |
| Acknowledgement Sent (date) | Sent by: |  |
|  |  |  |



**Never Stop Flying**

Achieving Excellence through a Values Driven Education

Page **9** of **11**