



COMPLAINTS FORM

2024 - 2025

Last review: September 2024 (Anna Karacan)

Date for next review: September 2025

The Old Hall School

APPENDIX I: COMPLAINT FORM 2024 - 2025

Please complete and return to the Head, who will acknowledge receipt and explain what action will be taken.	
Your name	
Pupil's Name	
Your relationship to the pupil	
Address	
Email Address	
Daytime Telephone Number	
Evening Telephone Number	
Please give details of your complaint below	
What action, if any, have you already taken to try and resolve your complaint? To whom did you speak and what was the response?	
What actions do you feel might resolve the problem at this stage?	

Are you attaching any paperwork or additional information	YES / NO
If so, please give details.	
Signature	Date

For official use only			
Date acknowledgement sent		Complaint resolved at which stage	
Acknowledgement sent by		Complaint recorded in school records	
Complaint referred to			
Complaint referred on (date)			