



## Annex 3 – Formal Complaint Form

Please complete and return to the School who will acknowledge receipt and explain what action will be taken.

**Your name:**

**Pupil's name (if applicable):**

**Your relationship to the pupil:**

**Address:**

**Postcode:**

**Day time telephone number:**

**Evening telephone number:**

**Please give details of your complaint:**



## The Telford Priory School Complaints Policy

**What action, if any, have you already taken to try and resolve your complaint (for example, who have you spoken to and what was the response)?**

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

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

**Signature:**

**Date:**

**Official use**



## The Telford Priory School Complaints Policy

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**