

## COMPLAINT FORM

Please complete and return to the Headteacher.

If your concern is specifically about the Headteacher, please complete and return to Cognita Head Office using the following details: PA to Director of Education, Cognita, 5&7 Diamond Court, Opal Drive, Eastlake Park, Milton Keynes, MK15 0DU.

<b>Basic details</b>	
<b>Name of School</b>	
<b>Your name</b>	
<b>Pupil's name</b>	
<b>Relationship to the pupil</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Daytime contact number</b>	
<b>Mobile number</b>	

<b>What is your complaint about? Indicate (x) those that apply</b>			
<input type="checkbox"/>	Health and safety	<input type="checkbox"/>	SEN/D
<input type="checkbox"/>	Curriculum	<input type="checkbox"/>	School meals
<input type="checkbox"/>	Staff	<input type="checkbox"/>	School uniform
<input type="checkbox"/>	Behaviour	<input type="checkbox"/>	Communication
<input type="checkbox"/>	Other (please state)		

<b>Please give a brief description of your complaint</b>
<b>How have you already expressed your concern to the school? (We cannot investigate your complaint if you have not taken the opportunity to address your concern at an early stage).</b>
<b>What did the school do to address your complaint? (Who, What, Where, How, When)</b>
<b>Name of the person who originally considered your concern or complaint</b>
<b>What actions will resolve the problem now?</b>

<b>Signature</b>	
<b>Name</b>	
<b>Date</b>	