

COMPLAINT FORM

Please complete and return to the Head of School

If your concern is specifically about the Head of School, 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.

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

What is your complaint about? Indicate (x) those that apply			
<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)		

Please give a brief description of your complaint
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).
What did the school do to address your complaint? (Who, What, Where, How, When)
Name of the person who originally considered your concern or complaint
What actions will resolve the problem now?

Signature	
Name	
Date	