

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.

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

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|--|----------------------|--------------------------|----------------|
| 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) | | |

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