

THE HUB SCHOOL

Stage 1 – Complaint Form

Please complete and return to the PA to the Headteacher in the first instance, who will acknowledge receipt and explain what action will be taken.

Your Name:

Student Name:

Your relationship to the student:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Email:

Preferred method of contact:

Please give details of your complaint:

**What action, if any, have you already taken to try and resolve your complaint.
(who did you speak 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

Date acknowledgement sent:

By Whom:

Complaint referred to:

Date:

(Should you not be satisfied with the outcome of the investigation, you will be asked to submit a revised copy of this form to the Headteacher)