****

**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.

|  |  |
| --- | --- |
| **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** | | | |
|  | Health and safety |  | SEN/D |
|  | Curriculum |  | School meals |
|  | Exclusion |  | School uniform |
|  | Behaviour |  | Communication |
|  | Staff |  | 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** |  |