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| **Please complete and return to Chloe Lockett (complaints co-ordinator) who will acknowledge receipt and explain what action will be taken.**  **Name of person making the complaint:** |
| **Students name:** |
| **Relationship to the student:** |
| **Address:**  **Postcode:**  **Day time telephone number:**  **Evening telephone number:** |
| **Details of the 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)?** |

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| **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 who:**  **Complaint referred to:**  **Resulting action:**  **Date:**  **Signature** |