



Complaints procedure form



WILLOW TREE
Academy

If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this form and send it to the headteacher. (If your complaint is against the headteacher, you will need to send the form to the chair of the governing board.)

Name:	Address:
Daytime telephone number:	
Evening telephone number:	
Email:	Postcode:

What is your complaint concerning, and what action would you like the headteacher to take?

When did you discuss your concern or complaint with the appropriate member of staff?

What was the result of the discussion?

Signed:

Date: