



# Hollinsclough C of E Academy

## Complaints Form: 2016

### Mission Statement

To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community.  
We guarantee accessibility and availability to all.'

#### Developing potential

Please complete this form and return it to the school who will then forward it to the clerk of the governing body if required.  
Please continue on a separate sheet if necessary.

Name: \_\_\_\_\_

Address:


Tel. No.:      Home: \_\_\_\_\_      Work: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Your relationship to the child: \_\_\_\_\_

#### Details of the Complaint:

(Please include the date or period of time to which your complaint relates):

\_\_\_\_\_

Please confirm whether you have already expressed your concerns informally, and to whom and when and what the response was:

\_\_\_\_\_

\_\_\_\_\_

If you are attaching any paperwork please give details below:

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Please give below a clear statement of the actions you would like the academy to take to resolve your concern:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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For office use only:

DATE COMPLAINT RECEIVED: \_\_\_\_\_ Signature \_\_\_\_\_

DATE ACKNOWLEDGEMENT SENT: \_\_\_\_\_ Signature \_\_\_\_\_

COMPLAINT REFERRED TO: \_\_\_\_\_ Signature \_\_\_\_\_