



# Hollinsclough CE Academy

## Complaints Form

### 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 appropriate person. Forms can be submitted electronically from your personal email address or posted using recorded delivery.

Please continue on a separate sheet if necessary.

In all cases retain a copy a PDF COPY that is file dated as per the date of your complaint.

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

Address:


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

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

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

### Details of the Complaint:

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

\_\_\_\_\_

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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

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DATE ACKNOWLEDGEMENT SENT:

Signature

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COMPLAINT REFERRED TO:

Signature

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