## OVERTON GRANGE SCHOOL

## Complaint Form

Please complete and return marked as Private & Confidential via the school office. Most complaints should be addressed to the Headteacher. However, if the complaint is about the Headteacher, any individual governor or the whole governing body it should be addressed to the Chair of Governors via the Clerk to the Governing Body. If the complaint is about the Chair of Governors it should be addressed to the Vice Chair of the governing body, via the Clerk to the Governing Body.

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| **Your name:** |
| **Student’s name (if relevant):** |
| **Your relationship to the student (if relevant):** |
| **Address:**  **Postcode:**  **Day time telephone number:**  **Evening telephone number:** |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.** |
| **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 received:** |
| **Date acknowledgement sent:** |
| **By who:** |
| **Complaint referred to:** |
| **Date:** |