



Four Acres Academy

FORMAL COMPLAINT FORM

About You

Your name:

Signature:

Your contact address for letters:

Your contact telephone number

Your relationship with Four Acres Academy e.g. parent, visitor etc.

Date that you completed this form:

Name of the person you gave it to:

The Complaint

Short summary of what this complaint is about:

Date the issue first occurred:

Full details of the issue you are complaining about: what is the issue, who said what, when it happened (time and date), who else was there etc. Continue on the back of this form if you run out of space.

What would you like the outcome to be?

Form given to: (name of person)

For official use:

Received by:

Date:

Passed to who:

Date:

Date that response is required?

Four Acres Academy: Complaint continued.....