**Thomas Estley Community College Formal Complaint Form**

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| Your name:  |   |
| Student’s name:  |   |
| Your relationship to student:  |   |
| Address:  |
| Post Code:  |                                  | Daytime Tel:  |    |
| Mobile:  |   | E-mail:  |   |
| **Please give concise details of your complaint:**  |
| **What action, if any, have you already taken to try and resolve your complaint? (Who did you speak to, when and what was the response?):**   |
| **What actions do you feel might resolve the problem at this stage?**  |
| **Are you attaching any paperwork? If so, please give details.**  |
| **Signed:**   | **Date:**  |

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| **Official Use:**  |
| **Date acknowledgement sent:** **Acknowledgement sent by:**  |
| **Complaint referred to:** **Date:**  |