**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:** |