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| **Your Name** |
| **Student Name** |
| **Your relationship to the student** |
| **Address**  **Postcode**  **Telephone number**  **Email** |
| **Please detail your complaint in full:** |
| **On what date was the original complaint brought to the attention of staff?** |
| **What was the result of the discussion?** |
| **What action have you taken to resolve the complaint?**  **Detail any record of discussions with staff members and their response.** |
| **What actions do you feel need to take place to resolve the complaint?** |
| **Signed Print Name Date** |

**OFFICIAL USE ONLY**

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| Date acknowledgement sent |
| By |
| Referred to |