

**Wootton Academy Trust Complaint Form**

Annex D Wootton Academy Trust Complaint Form

Please complete and return to Beccy Snape, Executive Assistant who will acknowledge receipt and explain what action will be taken.

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| **Your name:** |
| **Pupil’s name:** |
| **Your relationship to the pupil:** |
| **Address:**  **Postcode:**  **Day time telephone number: Evening telephone number:** |
| **Please give details of your complaint.** |
| **What action, if any, have you already taken to try and resolve your complaint.**  **(Who did you speak to and what was the response)?** |

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| **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 acknowledgement sent: By who:**  **Complaint referred to: Date:** |

Please email to [bsnape@wootton.beds.sch.uk](mailto:lynn.mckenna@bedford.gov.uk)