STEWART INTERNATIONAL SCHOOL – LPEBL KT / COMPLAINT POLICY

Please complete and return to the school office marked Private & Confidential to the Head Teacher or the Proprietor who will acknowledge receipt and explain what action will be taken.

Your name:

Pupil's name:

Your relationship to the pupil:

Address:

Postcode:

Day time telephone number: Evening telephone number:

Email:

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?

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 only

Date acknowledgement sent: By whom:

Complaint referred to: Date: