

Steiner Academy Exeter Complaint Form

Please complete this form and either send it to us via the Academy email leadership@steineracademyexeter.org.uk, put it in the post or bring it to the Academy and hand it in to the main reception.

Section 1

Your name:	
Relationship with Academy [e.g. parent of a pupil on the Academy's roll]:	
Pupil's name [if relevant to your complaint]:	
Your Address:	
Telephone number:	
Email address:	

Section 2

Please give concise details of your concern or complaint, [including dates, names of witnesses etc.], to allow the matter to be fully investigated¹.

¹ You may continue on separate paper, or attach additional paperwork, if you wish.
Number of Additional pages attached = []

Section 3

What action, if any, have you already taken to try to resolve your concern or complaint? [i.e. who have you spoken with or written to and what was the outcome?]

Section 4

What actions do you feel might resolve the problem at this stage?

Your signature:

Date:

Academy use only Date Form received:	
Received by:	
Date acknowledgement sent:	
Acknowledgement sent by:	
Complaint referred to:	
Date:	