

Formal Complaints Form

Rokesly Avenue  
London  
N8 8NH



Bola Soneye-Thomas  
Head Teacher  
Tel: 020 8348 0290  
Fax: 020 8342 8410

[www.rokeslyschools.org.uk](http://www.rokeslyschools.org.uk)

Your name: .....

Relationship with the school (eg. parent, carer etc.): .....

Pupil's name (if relevant to the issue to be discussed): .....

Your address: .....

.....

Tel: ..... Mobile: .....

Email: .....

Please give concise details of your complaint (including dates, names of witnesses etc): .....

.....

.....

Please continue on separate sheets if needed or attach additional documents (total pages): .....

What action has been taken already to try to resolve your complaint (ie. who have you spoken to or written to and what was the outcome)? .....

.....

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

.....

Signed: ..... Date: .....

**School use**

Form received by: ..... Date: .....

Form acknowledged by: ..... Date: .....

Complaint referred to: ..... Date: .....

Please complete this form and return it via the school office to the Headteacher (or Chair of Governors) who will acknowledge its receipt and arrange a meeting to discuss your complaint and the process by which we hope to resolve it.