



**RAINHILL
HIGH SCHOOL**



STAGE 1 COMPLAINTS FORM

Your Name			
Pupil's Name & Form			
Your relationship to pupil			

Address			
Postcode			

Email			
Daytime contact number		Evening contact number	
Complaint for attention of			

Outline of complaint Include as much detail as possible – nature of complaint, people involved, key dates/ times etc. <i>Continue on a separate sheet if required.</i>			
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What would you like as an outcome from your complaint?			
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Your Signature			
Date			

Please complete and return via email to Complaint@rainhillhigh.org.uk or send a hard copy to the school address, marked for the attention of the Complaints Officer

OFFICE USE	
Date received	
Date acknowledgement sent	
Responsible member of staff	