



Holyhead

Teach What Matters

Complaint Form

Please complete and return to the Principal who will acknowledge receipt and explain what action will be taken. Please send the form to JBent@holyheadschool.org.uk (Personal Assistant to the Principal) or Holyhead School, Milestone Lane, Holyhead Road, Handsworth, Birmingham, B21 0HN

Your name:
Student's name (if relevant):
Your relationship to the student (if relevant):
Address: Postcode: Day time telephone number: Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about it.
What actions do you feel might resolve the problem at this stage?



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Are you attaching any paperwork? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent:

By who:

Complaint referred to:

Date: