



The Edith Borthwick School Complaint Form

Your name:

Pupil's name (if relevant):

Your relationship to the pupil (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?

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

Signature:
Date:
Official use
Date acknowledgement sent:
By who:
Complaint referred to:
Date:

Who to contact regarding your concern or complaint

Subject of concern or complaint	Contact	Contact Details
Issue related to child's experience of school	Form tutor/Class teacher	As per usual contact details provided
Regarding a staff member	Headteacher	admin@edithborthwick.essex.sch.uk
Regarding the Headteacher	Chair of Governors	stephaniet@edithborthwick.essex.sch.uk
Regarding a governor	Janet Johnson - Clerk to Governors	janet.johnson@junipereducation.org
Regarding a strategic decision	Janet Johnson - Clerk to Governors	janet.johnson@junipereducation.org
If you are not a parent or student at the school	Headteacher	admin@edithborthwick.essex.sch.uk