Achieve Learn Trust.
Better, together.

AALT School Complaint Form

Name of school: _____

Please complete and return to the school's Business Manager who will acknowledge receipt and explain what action will be taken. In the case of a complaint about the Headteacher, please return to: ceo@achieveandlearntrust.com

Your name:

Student's name:

Your relationship to the student:

Address:

Postcode:
Day time telephone number:
Evening telephone number:

Please give details of your complaint.

What action, if any, have you already taken to try and resolve your complaint.
(Who did you speak to and what was the response)?

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 whom:

Complaint referred to:

Date:

Complaint responded to by:

Date: