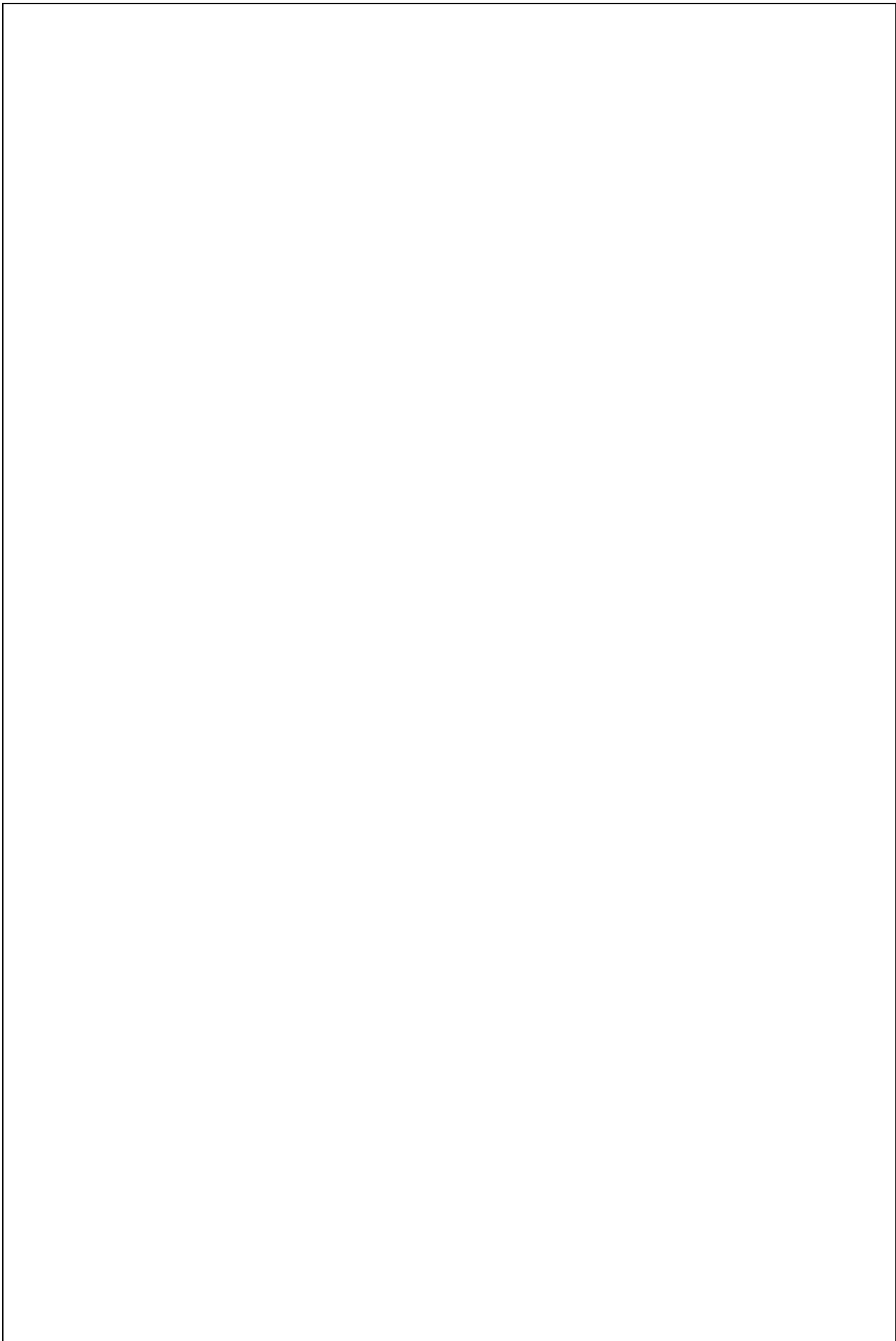




**Stanley St Andrew's Church of England Primary School  
Complaints Form**

<b>Your name:</b>
<b>Pupil's name (if relevant):</b>
<b>Your relationship to the pupil (if relevant):</b>
<b>Address:</b>
<b>Day time telephone number:</b>
<b>Evening telephone number:</b>
<b>Please give details of your complaint, including whether you have spoken to anybody at the school about it.</b>



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

<p><b>Are you attaching any paperwork? If so, please give details.</b></p>
<p><b>Signature:</b></p> <p><b>Date:</b></p>
<p><b>Official use</b></p>
<p><b>Date acknowledgement sent:</b></p>
<p><b>By whom:</b></p>
<p><b>Complaint referred to:</b></p>
<p><b>Date:</b></p>

For information on who this form should be returned to, along with address details, please refer to Appendix 2 on page 18 of our Complaints Policy. A copy of this policy can be found on our school website or is available on request by calling the school office on 0115 932 4252 or emailing [info@st-andrews-pri.derbyshire.sch.uk](mailto:info@st-andrews-pri.derbyshire.sch.uk).

**Data Protection:** Information which we collect is in line with the UK GDPR and Data Protection Act. How we manage the data and our responsibilities to look after and share data is explained in our Data Protection Policy, Pupil Privacy Notice, and other connected policies, which are available on our website.