

Please complete and return to the school marked **Private and Confidential for the Attention of the Complaints Coordinator**, who will acknowledge receipt and explain what action will be taken. You can return your form in person, by handing it in at our Main Office, by post to Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX, or by email to enquiries@penistone-gs.uk.

Your Name:	
Student's Name (if relevant):	
Your relationship to the student (if relevant):	
Your Address	
Daytime telephone number:	
Evening telephone number:	
Email address:	

Please use the space below to provide details of your complaint, including whether you have spoken to anyone at the school about it (please continue on a separate sheet if necessary).

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

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Are you attaching any paperwork or evidence? If so, please provide details regarding this.

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Your signature:	
Date:	

Official Use Only

Date received:	
Reference:	
Date acknowledgement issued:	
Person issuing acknowledgement:	
Complaint referred to:	
Date:	

