

## Marden Bridge Middle School - Formal Complaints Form

Name	
Name of pupil, year group and your relationship to them (where applicable)	
Contact address	
Contact telephone day	
Contact telephone mobile	
Contact email address	
<i>Details of the complaint (please continue on a separate sheet if necessary)</i>	
<b>Action taken so far (including staff member who has dealt with it so far) or solutions offered</b>	
<b>The reason that this was not a satisfactory resolution for you</b>	
<b>What action would you like to be taken to resolve the problem?</b>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Official use</b> Date received: _____	Signed: _____
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