



THE PERSE SCHOOL CAMBRIDGE

Hills Road, Cambridge, CB2 8QF (Telephone: 01223 403800)

STAGE 2 COMPLAINTS FORM

When completed the form should be returned to the Head of the relevant school. If the complaint is about the Head of the Pelican, the form should be returned to the Head of the Prep School. If the complaint is about the Head of the Prep school, the form should be returned to the Head of the Upper School. If the complaint is about the Head of the Upper School, the form should be returned to the Clerk to Governors, c/o The Perse Upper School. When completing this form please refer to the School Complaints Policy.

Name of pupil

Year Group of pupil

School of pupil

Name of complainant:

Date of complaint: ___ / ___ / _____

Address of complainant:

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Email address:

Telephone:

1. What is the nature of the complaint? (Please tick)

Staff Conduct:

Pastoral Care:

Teaching Standards:

Time Tabling:

Condition of Premises:

Extra Curricular Activities:

Safeguarding

Other (please give details):

2. Please give details of your complaint including a summary of the incident/issue with dates/times and supporting evidence: *(please continue the details on a separate sheet if necessary)*

3. If you are complaining about someone's behaviour please give the names of any witnesses to the incident/s:

4. Please indicate what outcome you are seeking:

Name: _____ **Date:** _____

Signed: _____