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: ……

……

Email address: ……..

Telephone: ……

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

☐ Staff Conduct:
☐ Teaching Standards:
☐ Condition of Premises:
☐ Safeguarding
☐ Other (please give details):
☐ Pastoral Care:
☐ Time Tabling:
☐ Extra Curricular Activities:

2. Please give details of your complaint including a summary of the incident/issue with dates/times and supporting evidence. Please give the name and role of who the complaint has been raised with, if any:
please continue the details on a separate sheet if necessary)

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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:**
The information included in this complaint form is accurate to the best of my knowledge. I agree to cooperate fully with the complaints procedures and acknowledge my ongoing obligation to treat the school and its staff in a reasonable manner at all times.