  
**King Edward VI School**

**Complaints Policy**

September 2023

Our Vision: *To be a vibrant learning community nurturing courage, care, curiosity and creativity in every young person, so that they flourish in the world with hope and self-belief.*

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| **Version Number:** | Version 1 |
| **Drawn up by:** | Deri O’Regan - Headteacher |
| **Reviewed by:** | Chair of Governors – Rachel Cannon |
| **Date reviewed:** | September 2023 |
| **Approval by:** | Full Governing Body |
| **Date approved:** | 8 November 2023 |
| **Review Cycle:** | 2 years |
| **Date of next Review:** | September 2025 |

## Complaint Form

Please complete and return to the Headteacher’s PA/Clerk to Governors who will acknowledge receipt and explain what action will be taken.

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| **Your name:** |
| **Student’s name (if relevant):** |
| **Your relationship to the student (if relevant):** |
| **Address:**  **Postcode:**  **Day time telephone number:**  **Evening telephone number:** |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.** |
| **What actions do you feel might resolve the problem at this stage?** |
| **Are you attaching any paperwork? If so, please give details.** |
| **Signature:**  **Date:** |
| **Official use** |
| **Date acknowledgement sent:** |
| **By who:** |
| **Complaint referred to:** |
| **Date:** |