

Meadowhead School and Sixth Form



Complaint Form

You can find our full Complaints Policy and procedure on the school website [here](#). The policy explains in full how your complaint will be dealt with, including timescales and what to expect.

The person/parent of the person who has experienced the problem should normally complete this form.

If you are making a complaint on behalf of someone else, please also complete section B. Please note that before taking forward the complaint we will need to be satisfied that you have the authority to act on behalf of the person concerned.

Please note certain issues may fall outside the scope of the complaints procedure, full details of these issues and how they will be dealt with can be found in the Complaints Policy.

Where complaints are submitted with excessive or repetitive documentation, the school may ask the complainant to provide a concise summary to assist effective investigation. Additional material may be requested where necessary. The school will still ensure key points are fully considered even if summaries are required.

Please return your completed form to the school office or email to enquiries@meadowhead.sheffield.sch.uk

Section A - Your Details

Full Name	
Address and Postcode	
Contact Number	
Email Address	
How would you prefer us to contact you?	

Section B – If you are making a complaint on behalf of someone else, what are their details?

Full Name	
Address and Postcode	
What is your relationship to them?	
Why are you making a complaint on their behalf	

Section C – About Your Complaint

Please provide details about your complaint, including whether you have spoken to anyone at the school about it.

When did you first become aware of the problem?

If it is more than three months since you first became aware of the problem, please give the reason why you have not complained before?

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

Are you attaching any additional paperwork? If so, please provide details?

Your signature:

Date: