

## CONCERN FORM

**A copy of the Schools Complaints procedure can be found on the Campus Website. If you are having difficulty in obtaining this, please contact the relevant school direct.**

The person who experienced the problem should normally fill in this form. If you are making a complaint on behalf of someone else please fill in Section B also. 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. If you are a pupil the school; will help you complete and will give you a copy of it when it is completed.

Please ensure that all relevant information is hand-written in the space provided, additional space is allocated at the end of this document, should it be required.

<b>Your details</b>	
Surname /Forename(s):	Title: Mr / Mrs / Ms / Other:
Address and Postcode:	
Email Address:	Contact number:
How would you prefer us to contact you?	
<b>Student details;</b>	
Surname /Forename(s):	Class/Form Teacher:

<b>If you are making a complaint on behalf of someone else, what are their details?</b>	
Their name in full:	
Address and Postcode:	
Contact number:	Email Address:
What is your relationship to them?	
Why are you making a complaint on their behalf?	

About your concerns						
Name the School you are raising concerns about?						
At what stage is the concern/complaint (please refer to the complaints procedure for further detail)						
Informal 1.a		Informal 1.b		Informal 1.c		
In order to raise your concern with the Head of School please complete the information below;						
Informal 1.a						
Which staff member have you spoken to?						
What date did this discussion take place?						
What did you discuss?						
What was the outcome?						
Additional Information added					YES	NO

## Informal 1.b

Which staff member have you spoken to?

What date did this discussion take place?

What did you discuss?

3

What was the outcome?

Additional Information added

YES

NO

## Informal 1.c – Concern to be raised with Head of School

What do you think school has done wrong or did not do?

4

Additional Information added	YES	NO
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NLC St. James CE (VC) I&N 01484 226601 <a href="mailto:infants@nlconline.org.uk">infants@nlconline.org.uk</a>	NLC Junior School 01484 300080 <a href="mailto:juniors@nlconline.org.uk">juniors@nlconline.org.uk</a>	NLC High School 01484 382140 <a href="mailto:Info@nlconline.org.uk">Info@nlconline.org.uk</a>	CMSS 01484 382140 <a href="mailto:cmss@nlconline.org.uk">cmss@nlconline.org.uk</a>
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Describe how the student has been affected:

Additional Information added

YES      NO

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:

Additional Information added

YES      NO

What do you think should be done to put matters right?

Additional Information added

YES      NO

Signature of complainant:	Date:
Signature if you are making a complaint on behalf of someone else	
Signature:	Date:

Your data will be processed by Netherhall Learning Campus only for the specific purposes of answering your enquiry. The processing of your personal data is necessary in order to fulfil our task to acknowledge, resolve and respond to your enquiry. Netherhall Learning Campus will not share your data with any other organisation.

## Additional Information

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## Additional Information

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## Additional Information