



Complaints Form

Please read the Petit Club's Complaints Procedure before completing this form. It provides information on when and how this form should be completed.

To be completed by those with parental responsibility for a current pupil and returned to the Secretary of the Board of Trustees governance@petitcluboxfordshire.org.

PLEASE USE BLOCK CAPITALS

Your name(s)	
Name of pupil(s), year(s) and your relationship to them	
Contact Telephone	
Contact email address	
Details of the complaint ¹ :	

Action taken to date (including teacher(s)/trustee(s) who has/have dealt with it so far) and solutions offered

¹ Please provide details of the nature of your complaint. If you have more than one ground of complaint, we suggest numbering them so that each is considered in turn. If you require more space, you may wish to attach an additional page setting out your complaint.

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Please indicate the reason(s) why this was not considered a satisfactory resolution for you

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What action(s) would you like to be taken to resolve your complaint?
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Signature(s):

Date:
