



### Complaints Form

Please complete this form and return it to: Mr T England (Headteacher of AVESC), Amber Valley and Erewash Support Centre, Bennerley Avenue, Cotmanhey, Ilkeston, Derby, DE7 8PF. Who will acknowledge the receipt and make contact with you regarding the complaint.

Your name:

Pupil name:

DOB:

Male/Female

Relationship to pupil:

Address:

Contact number:

Please provide details of your complaint:

What action, if any, have you already taken to try and resolve your complaint:



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

Are you attaching any paper work with this document, if so please give details:

Signature:

Date:

Office use only:

Date received:

Date of acknowledgement sent:

By who:

Complaint referred to:

Date: