## Langley Grammar School crestLangley Grammar School Complaint Form

Please complete and return to **school@lgs.slough.sch.uk** for the attention of the Headteacher’s PA, Mrs Dionne Cheyne, who acts as the Complaints Co‑ordinator. She will acknowledge receipt and explain what action will be taken.

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| **Your name** |
| **Address and postcode** | **Daytime phone number** |
| **Evening phone number** |
| **Email address** |
| **Student’s name and form (if relevant)** | **Your relationship to the student (if relevant)** |
| **Full details of complaint** (including the names of all persons involved and the dates of incidents referred to):  |
| **What action, if any, have you already taken** **to try and resolve your complaint** (for example, who did you speak to and what was the response)? |
| **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** |
| **Acknowledgement sent on** |  |
| **By who?** |  |
| **Complaint referred to:** |  |
| **Date** | **Action taken** |
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