

WALKDEN HIGH SCHOOL



COMPLAINT FORM

Complaint Form

Name of School: WALKDEN HIGH SCHOOL
Contact details of school: Old Clough Lane, Walkden, Worsley, Manchester M28 7JB

1. Please give details of your complaint below:

2. What action, if any, have you already taken to try and resolve your complaint? (Who did you speak to and what was the response?):

3. Your relationship to the school, e.g. Parent, Grand Parent, Carer, Neighbour, Member of the Public:

4. What action do you feel might resolve the problem at this stage?

5. If you require any support to help you submit a complaint please indicate below and a member of staff will contact you to offer assistance:

I would appreciate support for a member of staff: Yes / No* Please delete as appropriate.

6. Are you attaching any paperwork? If so please give details below:

Signature:

Contact details:

Home Phone: Mobile:

Address:

Date:

Please submit this complaints form via post, by hand or via e.mail

**Mrs B Duffy
Headteacher's P.A.
Walkden High School
Old Clough Lane
Walken
Worsley
Manchester
M28 7JB
Bev.duffy@salford.gov.uk**

by post, by hand or via email to:

Official use:

Date acknowledgement sent:

By Whom:

Complaint referred to:

Date:

Response due by: