



Request for extra support or making a complaint: for pupils or parents

If you are unhappy with the special educational needs and disabilities support that you are getting from the school, you can submit a complaint using this form. Please complete and return it to either our SENCO, Miss Davey at jessica.davey@abbeycollege.cambs.sch.uk or our Complaints Coordinator, Mrs Craig at gemma.craig@abbeycollege.cambs.sch.uk who will accept it and explain what will happen next.

Your details

Name:	
Form tutor:	
Year group:	
Telephone number (please state whether this is your own, or your parent's telephone number):	
Address:	
Postcode:	

Complaint details

Please explain what you are unhappy with:

Have you already tried to sort this problem out? If so, who did you speak to and what happened?

What would you like to change to solve this problem?

For Students: Would you like the school to inform your parents? If not, would you like a member of staff to provide you with support (please name which member of staff)?

Are you including any documents or evidence with this complaint? If so, please explain what these are.

Declaration

I confirm that the information above is correct to the best of my knowledge and understand the school will contact me regarding the stages of my complaint.

Your name:

Signature:

Date:

School use only

Date acknowledgement of complaint receipt sent:

Name of sender:

Details of complaint referral:

Date: