

Suggested complaints form:

Your name:
Student's name:
Your relationship to the pupil:
Address:
Postcode:
Day time telephone number: Evening telephone number:
Please give details of your complaint.
What action, if any, have you already taken to try and resolve your complaint. (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:
For official use Date acknowledgement sent: By who: Complaint referred to: Date:

Please email to: admin@westminsteracademy.biz

Or post to: Westminster Academy, The Naim Dangoor Centre, 255 Harrow Road, London W2 5EZ