



The Lowry Academy

The best in everyone™

Part of United Learning

Complaint Form

Please complete and return to the Principal's P.A. who will acknowledge receipt and explain what action will be taken.

Complaint Form

Please complete in BLOCK CAPITALS and return to Mrs B Duffy, The Lowry Academy:
bev.duffy@lowryacademy.org.uk who will acknowledge receipt and explain what action will be taken.

Your name

Student's name

Your relationship to the student

Address

Postcode

Contact telephone number (1)

Contact telephone number (2)

Please give details of your complaint below

What action, if any, have you already taken to try and resolve your complaint? (To whom 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? | YES / NO |
| If so, please give details. | |
| Signature: | Date: |

| For Official use only | | | |
|------------------------------|--|--------------------------------------|--|
| Date acknowledgement sent | | Complaint resolved at which stage | |
| Acknowledgement sent by | | Complaint recorded in school records | |
| Complaint referred to | | | |
| Complaint referred on (date) | | | |