

STAGE 3 COMPLAINT SUBMISSION FORM

Please complete and return to:

Senior Deputy Head / Head of Prep School / Head of Pre-Prep
Runnymede College
Calle Salvia 30
28109
Madrid

headmaster@runnymede-college.com

who will acknowledge and explain what action will be taken

Your name:	
Pupil's name:	
Your relationship to the pupil:	
Postal address:	
Contact phone number	
Email address:	

Please give concise details of your complaint (including dates, events, key evidence, etc.) in order to allow the matter to be fully investigated.
(You may attach additional documents if you wish)

What action have you already taken to try to resolve your complaint? (i.e. with whom have you spoken or to whom have you written and what has been the outcome)

What actions do you feel might resolve the issue at this stage?

If you are attaching additional documents, please number these attachments and list details below.

Signature:

Date:

For school use only

Date complaint form received:

Date acknowledgement sent:

Complaint referred to:

Date complaint referred: