

### Complaint Form - Wingate School

This is the official complaints procedure form for you to complete and return to the school. Please read the Official Complaints Procedure found on our website *before* completing this form.

<b>Your name:</b>
<b>Today's date:</b>
<b>If this is concerning your child please give their name and tutor group:</b>
<b>Complaint made against:</b>
<b>Date of incident:</b>
<b>Details of incident:</b>
<b>What steps do you wish the school to take to resolve the issue?</b>

**Signed:**

Mr M Howells  
Head of Wingate School

Date of review: August 2024