



Appendix A - Complaint Form

Please complete and return to: Education 1st, Southmead Youth Centre, Greystoke Avenue, Southmead, Bristol, BS10 6AS
FAO: **Craig Dembicki**. Once received an acknowledgement receipt and explanation of what action will be taken will follow.

Your Name:

Student's Name:

Relationship to Student:

Address:

Postcode:

Daytime 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 their response?)**

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

Are you attaching any paperwork? If yes, please give details:

Signature:

Date:

OFFICE USE

Date acknowledgement sent:

By whom: