

RockAcad Limited

Complaints Form

If you are not happy with something at RockAcad, you should first try and talk about your concern to your teacher or our admin officer.

If you are still not happy, please complete this form.

YOUR DETAILS

Full Name

Male/Female:

Telephone:

Email Address:

ABOUT YOUR COMPLAINT:

Please tell us about your complaint – use an additional sheet of paper if you need to.

Have you spoken to any member staff about this problem?

What would you like us to do?

Signed:

Date:

Thank you for completing this form. Please email it to:

info@rockacad.com

YOU CAN ASK ANY MEMBER OF STAFF TO HELP YOU COMPLETE THIS FORM.

If you require this form in large print or if you require this form in an alternative format such as audiotape, please ask a member of the information, advice & guidance team.

For Office Use Only

Type of complaint:

Online/Phone call/Email:

Action Taken:

Complaint Resolved? (Yes/No):

If no, Please Specify what further Action is Required:

Name:

Role:
