

Potentia TSH Complaints Form

Please complete and return to the appropriate person. If the complaint is about Potentia TSH and any of its programmes or services then please send this to the TSH Director (Complaints Co-Ordinator) who will acknowledge receipt and explain what action will be taken.

If your complaint is about the TSH Director, please contact the TSH Lead School who will acknowledge receipt and explain what action will be taken.

If you have a disability or special requirements you can contact us via telephone and we will arrange for an independent individual to help you by writing out your complaint.

Your name:

School/Organisation:

Address:

Postcode:

Contact 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 the response)?

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

Are you attaching any paperwork to support the complaint? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent:

By who:

Complaint referred to:

Date: