



By email: compliance@yourbeautyschool.co.uk

Y.O.U.R Beauty School CIC: Registered Office, 28 Sangley Road, Catford, London SE6 2JH
Registered in England and Wales: No 11310920

What actions do you feel can resolve this?	
Signature	
Date	
If appropriate, the person helping the complainant to fill in their form, or completing it on their behalf, should sign below:	
Signature:	Relationship to the person:
Print:	Tel:
Date:	Email:
To be completed by member of staff dealing with the complaint	
Name of staff member	
Position	
Date	
Issues or factors considered when dealing with this complaint.	
What actions have been taken to resolve the complaint?	
Name and signature of person giving response	

Date response given to complainant	
Is the complainant satisfied?	YES/NO
Do they wish to go onto next stage?	YES/NO