## TCES Complaints Form

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|  | Complaint Reference Number[FOR OFFICE USE ONLY] |
| **Name** |  |
| **Email address** |  |
| **Address** |  |
| **Contact number** |  |
| **TCES School/Service** |  |
| Please write the details of your complaint **(You can attach further sheets if required)** |
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**Where to send your form:**

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| **TCES Create Primary** | **TCES Create in the Community** | **TCES National Online School** |
| School Business Manager41 Varley Road, NewhamE16 3NR**Tel:** 0203 011 3281**Email:** admin.createprimary@tces.org.uk | School Business Manager3 Queens Road, BarkingIG11 8GD**Tel:** 01708 393150**Email:** admin.create@tces.org.uk | Provision ManagerBeacon House, 26-28 Worple Road, Wimbledon,SW19 4EE**Tel:** 020 8543 7878**Email:**nationalonlineschool@tces.org.uk |
| **TCES East London** | **TCES North-West London** |
| School Business ManagerStratford Marsh, Welfare Road, LondonE15 4HT**Tel:** 020 8555 6737**Email:** admin.elis@tces.org.uk | School Business Manager85 Old Oak Common Lane, LondonW3 7DD**Tel:** 020 8749 5403**Email:** admin.nwlis@tces.org.uk |
| **Company Complaints Lead** |
| **Tashanna Egbochue**Head of Safeguarding and Company Complaints LeadBeacon House, 26-28 Worple Road, Wimbledon,SW19 4EE**Tel:** 020 8543 7878**Email:** complaints@tces.org.uk |