## 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 Manager  41 Varley Road, Newham  E16 3NR  **Tel:** 0203 011 3281  **Email:** [admin.createprimary@tces.org.uk](mailto:admin.createprimary@tces.org.uk) | School Business Manager  3 Queens Road, Barking  IG11 8GD  **Tel:** 01708 393150  **Email:** admin.create@tces.org.uk | | Provision Manager  Beacon 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 Manager  Stratford Marsh, Welfare Road, London  E15 4HT  **Tel:** 020 8555 6737  **Email:** admin.elis@tces.org.uk | | School Business Manager  85 Old Oak Common Lane, London  W3 7DD  **Tel:** 020 8749 5403  **Email:** admin.nwlis@tces.org.uk | |
| **Company Complaints Lead** | | | |
| **Tashanna Egbochue**  Head of Safeguarding and Company Complaints Lead  Beacon House, 26-28 Worple Road, Wimbledon,  SW19 4EE  **Tel:** 020 8543 7878  **Email:** [complaints@tces.org.uk](mailto:complaints@tces.org.uk) | | | |