


APPENDIX A

Complaint Form – Stage 2 – Formal Complaint

Your name:	
Pupil's name:	
Address:	
Date:	
Daytime telephone No:	
Please give details of your complaint (use a continuation sheet if necessary)	



What action have you already taken to try to resolve your complaint? (Who did you speak to and what was the response?)

What action do you feel might resolve the problem?

Are you attaching any paperwork? If so, please give details

Signature:

Date:

Contact details:

For Office use only: Date of meeting	
People Present	
Discussion and Action Agreed	
Copied to: For File: Stage 2 To Academy Trust: Stage 3	

