

Appendix 1 - Stage 2 Complaint Form

Please complete and return to the Headteacher (or Chair of Governors if the complaint concerns the Headteacher or a Governor) who will acknowledge receipt and explain what action will be taken.

Your name:
Student's name:
Your relationship to the student:
Address:
Daytime telephone number:
Evening telephone number:
Please give concise details of your complaint, including dates, names of witnesses etc, to allow the matter to be fully investigated.
What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to/write to and what was the response)?
What actions do you feel might resolve the problem at this stage?
Are you attaching any paperwork? If so, please give details.
Signature:
Date:
Official use Date acknowledgement sent: By whom: Complaint referred to: Date: