**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 |  |