**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.

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| **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: |