



**Formal Complaint Form**

**Stage 2**

Please complete and return to the Headteacher's Personal Assistant who will acknowledge receipt and explain what action will be taken.

<b>School Name:</b>
<b>Your Name:</b>
<b>Student's Names (if relevant):</b>
<b>Your Relationship to the Student (if relevant):</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Day time telephone number:</b>
<b>Evening telephone number:</b>
<b>Email address:</b>

Please tick the box next to whom you are addressing this complaint form to:

- a) To the Headteacher (for complaints about a member of staff or a school issue)
- b) The Chair of the Local Governing Body (for complaints against the Headteacher or member of the Local Governing Board)
- c) The Chair of Trustees (for complaints against the Chair of Governors, a Trustee or the CEO)
- d) The Chair of the Trust Members (for complaints against the Chair of Trustees)

Please give details of your complaint, including whether you have spoken to anybody at the school about it and a summary of how you have attempted to resolve the issue:



What actions do you feel might resolve the problem at this stage? This section must be completed:

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

**Signature:**

**Date:**

Official Use:

Date receive:

Date acknowledgement sent:

By whom:

Complaint referred to:

Date: