

Stage 2 Complaint Form

Please complete and return to the Headteacher / CEO / PA to CEO / Governance & Compliance Manager / CFOO as set out in Stage 2 of the Complaints Policy and Procedure, who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant). School name:
Your relationship to the pupil (if relevant):
Address: Postcode: Day time telephone number: Evening telephone number:
Please give details of your complaint, including how the complaint has been shared and addressed in stage 1 of the complaints procedure. (Please note, should you not have completed stage 1 of the process, your complaint will be redirected to an appropriate member of staff to engage in this stage)

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 who:

Complaint referred to:

Date: