**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:  |