



Stage 2 Complaint Form

Your name:

Student/Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Email address:

Has any aspect of your complaint been resolved at Stage 1? If so, which aspect has been resolved?

Which aspect of your complaint do you feel has not been resolved and why not? Please give as much detail as possible.

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:

Action taken:

