**Longbenton High School Formal Complaints Form**

*This form is only to be used at Stage 1 and Stage 2. Please read our complaints procedure before completing and submitting this form.*

| Name |  |
| --- | --- |
| Name of pupil, year group and your relationship to them (where applicable) |  |
| Contact address |  |
| Contact telephone day |  |
| Contact telephone mobile |  |
| Contact email address |  |
| Details of the complaint (*please continue on a separate sheet if necessary*) | |
|  | |
| Action taken so far (including the staff member who has dealt with the complaint so far at informal level/raising concerns level) or solutions offered | |
|  | |
| The reason that this was not a satisfactory resolution for you | |
|  | |
| What further action would you like to be taken to resolve the problem? | |
|  | |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_