

Appendix D

Formal Complaint Form – Stage 2

(to be completed by the complainant and returned to the Headteacher or Trust Officer)

School/Department: <i>Please include the school's postcode</i>
Name of complainant and relationship with the Trust: (e.g., Supplier, parent)
Home Address:
Contact telephone number:
Email Address:
Name of pupil or staff member (if relevant to your complaint):
Details of the complaint (please include the date or period of time to which the complaint relates and confirm whether you have already expressed your concerns informally; to whom and when).
<i>Please attach copies of any additional information you have, to support your complaint such as letters or reports which were not shared at Stage 1.</i>

**What action, if any, have you already taken to try to resolve your complaint?
(Who did you speak to and what was the result?)**

What actions do you feel might resolve your complaint at this stage?

Signed: Date:

Internal use:

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by: