***Appendix 2 – Formal Complaint Form***

**Formal Complaint Form**

|  |  |
| --- | --- |
| Date: |  |
| Your Name: |  |
| Relationship with school / to the pupil: |  |
| Pupil’s name (if relevant to the school): |  |
| Address: **Telephone Numbers**Daytime: Evening: |  |
| Email Address |  |
| Please give details of your complaint (including dates, names of witnesses, etc): |  |
| What action, if any, have you already taken to try and resolve your complaint (e.g. who have you spoken to and what was the response?) |  |
| What actions do you feel might resolve the problem at this stage? |  |

|  |  |
| --- | --- |
| Are you attaching any additional paperwork? If so please give details: |  |
|  |  |
|  |  |
| Signature: |  |
| Date: |  |
|  |  |
| ***Office Use*** |  |
| *Date Form received:* |  |
| *Received by:* |  |
| *Date acknowledgment sent:* |  |
| *Acknowledgement sent by:* |  |
| *Complaint referred to:* |  |
| *Date complaint referred:* |  |