

## Complaint Form - Stage 2

Please complete and return to the Headteacher/Head of School/Manager (Stage 2) via the school office or school email (see school website for contact details).

Receipt of your complaint will be acknowledged and next steps explained within 5 school days.

Date:	Pupil's name:
Name and relationship to the child:	
Contact address:	Telephone:
Email:	

Please give details of what actions were taken (by yourself and the school) at Stage 1 of the Trust Complaints Policy to try and resolve your complaint. (Who did you speak to and what was their response?)

Please provide details of why you now feel your complaint should be considered at Stage 2:

What further actions do you feel may resolve the problem?

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

### Official Use

Date acknowledgement sent/who sent it: