**Appendix 2 - Formal Complaint Form**

**Please return/email this form to the appropriate person according to the complaints policy.**

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| --- | --- |
| **Your name:** |  |
| **Pupil’s name and class (if relevant):** |  |
| **Your relationship to the pupil (if relevant):** |  |
| **Address:** |  |
| **Email address:** |  |
| **Contact number:** |  |
| **Have you raised this issue with the Class Teacher (If appropriate)? If so, when did you do this?** |  |
| **Please give details of your complaint, including whether you have spoken to anybody at the school or** **on the Governing Board about it:** |
| **What actions do you feel might resolve the problem at this stage?** |
| **Have you raised this issue with the Head of Key Stage 1 or 2 (If appropriate)? If so, when did you do this?** |  |
| **Have you raised this Formal Complaint with the Headteacher (Formal****Stage 1)?** **If so, when did you receive the Headteacher’s written****response?** | *Please complete for Formal Stage 2 complaints only.* |
| *Please complete for Formal Stage 2 complaints only.***What actions do you feel might resolve the problem at this stage?** |
| **Are you attaching any paperwork? If so, please give details** |
|  **Signature:** |  |
| **Date:** |  |