

Complaint Form Stage 2

The complainant should normally fill in this form. If you are making a complaint on behalf of someone else please fill in Section B also. Please note that before taking forward the complaint we will need to be satisfied that you have the authority to act on behalf of the person concerned.

A. Your Details

Name in Full:

Address including postcode:

Email Address:

Daytime Phone Number:

Mobile Phone Number:

B. If you are making a complaint on behalf of someone else, what are their details?

Their Name in Full:

Address including postcode:

What is your relationship to them?

Why are you making a complaint on their behalf?

C. About your complaint

C1. Name of the Academy you are complaining about:

C2. Nature of the complaint: (please use additional sheets if required)

C3. Describe how you have been affected:

C4. When did you first become aware of the problem?

C5. If it is more than 3 months since you first became aware of the problem, please give the reason why you have not complained before:

C6. Have you already put your complaint to a member of staff (stage 1)? If so please give details of how and when you did so:

Signature of complainant:

Date:

Signature if you are making a complaint on behalf of someone else:

Signature:

Date:

Please email this form and any documents to support your complaint to the Academy Principal.

OFFICIAL SCHOOL USE

Date complaint received:

Date complaint passed to the Principal: