**Complaints Form**

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| **Your name:** |
| **Student’s name:** |
| **Your relationship to student(s):** |
| **Your address and postcode:** |
| **Your daytime telephone number:** |
| **Your evening telephone number:** |
| **Your email address:** |
| **Your complaint is:** (if you have more than one complaint, please number these) |
| **What action have you already taken to try and resolve your complaint(s) in accordance with Stage 1 of the academy’s complaints procedure?**  (Who did you speak to and what was the response?) |
| **What would you like as an outcome from your complaint(s)?** |
| **Are you attaching any paperwork? If so, give details here:** |

Your signature……………………………………………………… Date …………………

**All functions of the complaints procedure must adhere to the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000.**

Please complete and return to the academy office in a sealed envelope, market Private and Confidential, addressed to the Principal or Governance Professional (as appropriate).

***Office use***

Date received …………………………………………………………

Date acknowledgement sent …………………………………………………………

Responsible member of staff …………………………………………………………