# Stage 2 Formal Complaints Form

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| **Name** |  |
| **Name of pupil, year group and your relationship to them** |  |
| **Contact email** |  |
| **Contact address** |  |
| **Contact telephone number** |  |
| **Brief facts** |  |
| **What do you consider should have been done? or what reasonable expectations have not been met?** |  |
| **Describe what has been done to try to resolve the matter informally, including the member of staff who has been dealing and actions already taken/ solutions offered** |  |
| **The reason that this was not a satisfactory resolution** |  |
| **What action would you like to be taken to resolve the matter?** |  |
| **Signed**  **Date** |  |