



Appendix 2 – Formal Complaint Form

Your Name:	Student's Name and DOB:
Your Relationship to Student:	Student's School and Class:
Address, Postcode, Email Address:	Daytime Telephone Number:
	Evening Telephone Number:
Your complaint is: Full details of complaint (including the names of all persons involved and the dates of incidents referred to):	



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What would you like as an outcome from your complaint?

Are you attaching any paperwork? If so, give details here

Your signature Date

Please complete and return to the relevant school office/Trust's central office in a sealed envelope addressed to the Clerk of the relevant Local Governing Body, or Clerk of Trustees (as appropriate).

All functions of the complaints procedure must adhere to the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.