

Stage One Formal Complaint Form

Academy	
Relationship with Academy (for example, parent)	
Student(s) name(s) (if relevant to your complaint)	
Your Name	
Your Address	
Telephone number	
Email	
Details of complaint (including dates, names of witnesses if applicable)	
<i>Please continue on additional sheets if necessary. Please turn over for further questions</i>	
What action, if any, have you already taken to try and resolve your concerns – who	

have you spoken to or written to, and what was the outcome? Have you previously raised this an informal concern?

What actions do you feel might resolve the problem at this stage?

Are you are attaching any paperwork? If so, please give details

Signature:	Date:
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Signature:	Date:
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Office Use Only

Date Received:

Date acknowledgement sent:

By whom:

Complaint Referred to:

Date: