

**Stage One Formal Complaint Form**

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

**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**

<b>Signature:</b>	<b>Date:</b>
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<b>Signature:</b>	<b>Date:</b>
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## Office Use Only

**Date Received:**

**Date acknowledgement sent:**

By whom:	
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<b>Complaint Referred to:</b>
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**Date:**