

## **Complaint Form Stage 2**

The complainant should normally fill in this form. If you are making a complaint on behalf of someone else please fill in Section B also. Please note that before taking forward the complaint we will need to be satisfied that you have the authority to act on behalf of the person concerned.

### **A. Your Details**

Name in Full:

Address including postcode:

Email Address:

Daytime Phone Number:

Mobile Phone Number:

### **B. If you are making a complaint on behalf of someone else, what are their details?**

Their Name in Full:

Address including postcode:

What is your relationship to them?

Why are you making a complaint on their behalf?

## **C. About your complaint**

C1. Name of the Academy you are complaining about:

C2. Nature of the complaint: (please use additional sheets if required)

C3. Describe how you have been affected:

C4. When did you first become aware of the problem?

C5. If it is more than 3 months since you first became aware of the problem, please give the reason why you have not complained before:

C6. Have you already put your complaint to a member of staff (stage 1)? If so please give details of how and when you did so:

Signature of complainant:

Date:

Signature if you are making a complaint on behalf of someone else:

Signature:

Date:

Please email this form and any documents to support your complaint to the Academy Principal.

---

## **OFFICIAL SCHOOL USE**

Date complaint received:

Date complaint passed to the Principal: