

Appendix 2: Formal Complaint Form

Please complete and return to the school Complaints Officer who will acknowledge receipt and explain what action will be taken, either at main reception or via email. For the contact details of our academies please see their websites, which can be accessed via <https://www.kingsacademies.uk>.

Your Name:			
Pupil's Name:			
Your relationship to the Pupil:			
Address:			
Postcode:			
Daytime telephone number:			
Email address:			
Please give details of your complaint: <i>(Provide as much detail as possible about the matter, including dates and times of events, and potential witnesses. You may also attach copies of any relevant documents)</i>			
What action has been taken so far, which staff member has dealt with the matter and what solution has been offered (where relevant)?			
The reason for this not being satisfactory for you:			
What actions do you feel might resolve the problem at this stage?			
Are you attaching any paperwork? If so, please give details.			
Signature:		Date:	
Official use only			
Date acknowledgement sent:		By who:	
Complaint referred to:		Date:	