



Enable Trust complaint review request form to escalate to next stage

Please complete this form and return it to the Secretary to the Board of Trustees, who will acknowledge its receipt and inform you of the next stage in the procedure.

Your name:

School:

Pupil's name (if relevant to your complaint):

Relationship with school (e.g. parent of a pupil on the schools roll):

Your Address:

Telephone number:

Email address:

Dear Sir/Madam

I submitted a formal complaint to _____ school on _____ and am dissatisfied by the procedure that has been followed.

My complaint was submitted to _____ and I received a response from _____ on _____.

I have attached copies of my formal complaint and of the response(s) from the school. I am dissatisfied with the way in which the procedure was carried out, because: (You may continue on separate paper, or attach additional documents, if you wish).

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

Are you attaching any supporting paperwork? If so please give details.

Signature:

Date:

Trust use only:

Date complaint received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Date complaint referred:

Complaint referred to:

Notes: