



APPENDIX

STAFF-A09-1-COMPLAINTS - COMPLAINTS FORM - 01

1 INTRODUCTION

- 1.1 This appendix holds the form which outlines the information required when making a complaint at Stage 2 as outlined in STAFF-P09-1-Complaints – Stages of Complaints – 01.

Use of this form is optional. However, a Stage 2 Complaint must be written and directed to the Principal.

2 FORMAL COMPLAINT FORM

Please complete and return the details below and email to the Clerk to the Trust Board at office@heart-england.co.uk, who will acknowledge receipt and explain what actions will be taken:

Your full name	
Student's name (if applicable)	
Your relationship to the student (if applicable)	
Address	
Postcode	
Day time telephone number	
Evening telephone number	
Please give details of your complaint:	



APPENDIX

3 APPENDIX AUTHOR

- 3.1 The author of this appendix is the Principal They should be contacted for any points of clarification or suggested future amendments.

4 VERSION CONTROL

Appendix Number	STAFF-A09-1-
Appendix Name	Complaints-Complaints Form
Version Number	01
Publication Method	External A copy must be kept in U:\Staff Information\Policies\Applications for Policies\STAFF Appendices
Approved by	The Full Trust Board
Date of Approval	June 2022
Key changes since previous version	<ol style="list-style-type: none">1. Reformatted to new standards2. Separated from STAFF-09-Complaints Policy.3. Email address added for submission of form