

APPENDIX

STAFF-A09-1-COMPLAINTS - COMPLAINTS FORM - 00

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 – 00.

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 return to the Clerk to the Trust Board, 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 | 00 |
| 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 | May 2022 |
| Key changes since previous version | <ol style="list-style-type: none"> 1. Reformatted to new standards 2. Separated from STAFF-09-Complaints Policy. |