

Appendix 2 Model complaint review request form (Stage 2)

(Name of school) School Complaint Review Request Form

Please complete this form and return it to the Clerk to the Governing Body (via the school office), who will acknowledge its receipt and inform you of what will happen next.

Your name

Your address:

Telephone numbers

Daytime:

Evening

Email:

Dear school,

I submitted a formal complaint to the school on \_\_\_\_\_ and am dissatisfied with the outcome.

My complaint was submitted to \_\_\_\_\_ and I received a response from \_\_\_\_\_ on \_\_\_\_\_

I have attached copies of my formal complaint and of the response from the school.

I am dissatisfied with the outcome of my complaint for the following reasons:

Please use a separate sheet if necessary.

What actions do you feel might resolve the problem?

**School use:**

Date form received:

Received by:

Complaint being dealt with by:

Date acknowledgment sent:

Target response date: