**Appendix B: Complaint Form (this should be available as a separate document that can be sent to a complainant)**

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| **Your desired outcome(s)** | | | | |
| **What are you hoping to achieve?** | | | **What benefits / impact would this have on the wider school environment** | |
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| **Key points of your complaint** | | | | |
| **Please summarise the key issues for you** | | | **What has been the impact on you / child / other?**  ***Please provide evidence where possible*** | |
| 1. | | |  | |
| 2. | | |  | |
| 3. | | |  | |
| 4. | | |  | |
| 5. | | |  | |
| **Timeline** *- please* ***summarise*** *the sequence of events – in date/time order* | | | | |
| **Please give clear references and indications of documents, records, policies and recorded communications that help us understand your point of view and your case.** | | | | |
| Date | Who | What Action (including documents / records / evidence) | | Outcome / Response? |
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