**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**  |
|    |   |
|    |   |
|    |   |
| **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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