## **Appendix 1**

## **Stage 1 & 2 Complaint Form**

**If you feel it might be helpful to have an informal meeting with the Chair of Governors prior to making a Stage 2 complaint then please contact the school office** **office**@petersfield.cambs.sch.uk

Please complete and return to the Headteacher or Clerk – see flowchart at the beginning of this procedure for the appropriate person to contact (and the contact details) - who will acknowledge receipt and explain what action will be taken.

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| **Your name:** |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil (if relevant):** |
| **Address:****Postcode:****Day time telephone number:****Evening telephone number:** |
| **Please give details of your complaint, including whether you have spoken to anybody at the school about it. Please ensure you specify which policy and which part of the policy your complaint refers to.**  |
| **What actions do you feel might resolve the problem at this stage** |
| **Are you attaching any paperwork? If so, please give details.** |
| **Signature:****Date:** |
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| **Official use** |
| **Date acknowledgement sent:** |
| **By who:** |
| **Complaint referred to:** |
| **Date:**  |

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