# **Stage 2 Review Panel Complaint Form**

Please complete this form in full and return it to the Clerk to the Governing Board on clerk@gildredgehouse.org.uk within 10 school days of the decision at Stage 1.

Your complaint will be acknowledged and next steps explained within five school days. When complaints are made outside of term time, we will consider them to have been received on the first school day after the holiday period.

|  |  |
| --- | --- |
| Student’s full name: | Year Group/Class: |
| Your full name and relationship to the student named above: |
| Contact address: | Telephone number: |
| Email address: |

|  |
| --- |
| Please give details of what actions were taken (by yourself and the school) at the informal stage **and** Stage 1 of this complaints procedure to try and resolve your complaint? (Who did you speak to and what was their response?) |
| Please provide specific details of why you continue to be dissatisfied with the outcome at Stage 1 and why you now feel your complaint should be considered at Stage 2. |
| What further actions do you feel may resolve the problem? |
| Are you attaching any additional evidence which will support the consideration of the complaint moving to stage 2? If yes, please provide details and link these to the appropriate issue(s) within your complaint. |
| Signature: Date:  |