



## Whitburn Church of England Academy Stage 2 – Formal Complaint Form

### **This form must be completed for any Stage 2 – Formal Complaint**

Please complete and return the Stage 2 - Complaint Form to the Principal's PA via [tlennox@whitburncofeacademy.org](mailto:tlennox@whitburncofeacademy.org) or addressed to Mrs Lennox via the Main School Office. Mrs Lennox will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>	
<b>Student's name (if relevant):</b>	
<b>Your relationship to the student (if relevant):</b>	
<b>Address &amp; Postcode:</b>	
<b>Telephone number:</b>	<b>Email address:</b>
<b>Please outline the nature of your complaint using bullet points below</b>	
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	
<b>Which members of staff have you already spoken to regarding this complaint?</b>	
<b>What actions do you feel might resolve the problem at this stage?</b>	
<b>Signature:</b>	<b>Date:</b>
<b><u>Office Use:</u> Date acknowledgement of Stage 2 letter issued:</b>	
<b><u>Office Use:</u> Complaint referred to:</b>	
<b><u>Office Use:</u> Date Stage 2 response issued:</b>	