Appendix A:

1. CONTACT INFORMATION

Student's Name and Tutor Group

Your relationship to the student

Your telephone number

Your Name

Your address

Complaint Form for any Stage 2 or Stage 3 complaint



Before completing this form please ensure you have read the school's Complaints Procedure, available here: https://www.gwacademy.co.uk/policies

Please complete all five sections of this form and return to office@gwacademy.co.uk, or deliver a paper copy to the school reception. You will receive confirmation that we have received the complaint and information about the next steps in the process. This form is also available on our website. Please use TYPE or BLACK ink and complete ALL sections. If completing on a computer please click in the grey boxes to edit.

•		
Your email address		
2. YOUR COMPLAINT		
Please confirm that you have read the Complaints Procedure and that you have already had contact with the school, as outlined in Stage 1 of the Procedure		
Please give details of your complaint. If you are completing this form on paper, use additional sheets if you need to.		

Appendix A:

Complaint Form for any Stage 2 or Stage 3 complaint



3. ACTIONS TO DA	TE
Please outline wh has not resolved y	o you have already spoken with regarding the complaint, their response, and why you feel this your complaint
4. TOWARDS A RES	SOLUTION
What actions do yo	ou feel might resolve the problem at this stage?
What outcome are	you seeking from the complaints process?
5. EXTRA INFORMA	ATION
Are you attaching any paperwork?	
If yes - please provi	ide details
Signature	
Date:	