## Appendix 1 – QE Academy Trust Formal Complaint Form

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| Your name:  | Student’s name:  |
| Your relationship to student:  |
| Your address and postcode:  | Daytime telephone number:  |
| Evening telephone number:  |
| Your email address:  |
| Full details of complaint (including the names of all persons involved and the dates of incidents referred to):  |
| What action, if any, have you already taken to try to resolve your complaint (for example, who did you speak to and what was the response)?  |
| What would you like as an outcome from your complaint?  |
| Are you attaching any paperwork? If so, please give details:  |
| Your signature:  | Date:  |
| ***For office use:***  |
| *Date received: Date acknowledgement sent:*  |
| *Person complaint referred to:*  |

Please complete and return this form to QE Academy Trust, addressed to the Principal, Chair/Vice- Chair of the Governing Body as appropriate.

All functions of the complaints procedure must adhere to the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000.