Two Counties Trust

Formal Complaints Form

Please complete and return to the Headteacher / CEO of the Trust as appropriate.

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| Your Name: |
| Pupils Name (if relevant): |
| Address:  Postcode:  Daytime telephone number:  Email address: |
| Please give details of your complaint, including whether you have spoken to anybody about it. |
| What actions do you feel might resolve the problem at this stage? |
| Are you attaching any paperwork? If so, please give details. |
| Signature:  Date: |
| Official use |
| Date acknowledgement sent: |
| By whom: |
| Complaint referred to: |
| Action taken: |
| Date: |