

**COMPLAINT FORM – STAGE 3 Complaint to the Chair of Governors**

*Please complete and return to the Headteacher's PA Mrs Annie Buchanan–Robinson who will acknowledge receipt and explain what action will be taken.*



**Your Name:**

**Student's Name:**

**Your relationship to the student:**

**Address:**

**Postcode:**

**Day time telephone number:**

**Please give details of your complaint:**

**What action, if any, have you already taken to try and resolve your complaint (who did you speak to and what was the response?)**

**What actions do you feel might resolve the problem at this stage?**

**Are you attaching any paperwork? If so please give details.**

**Signature:**

**Date:**