



Albert Pritchard Infants and Wood Green Junior Federated Schools

FORM OF COMPLAINT - STAGE 2 FORMAL

When you have filled in this form, take it or send it to the Headteacher or Chair of Governors.

Please use black ink if possible. Please continue on another separate sheet of paper if necessary.

This information will be used by the Investigating officer. You will be invited to meet the Investigating Officer to put the facts of your complaint personally.

1. Name

2. Address

Telephone: Home:

Work:

3. Brief details of the problem:

4. What date or period of time does your complaint relate to?

5. To whom have you already complained to informally and when?

6. Please give details of any more information you have to support your complaint such as letters or reports. Original documents will be copied and returned to you.

7. How do you see your complaint being resolved?

Signed _____

Date _____