Stage Two Complaint Form

Please complete and return to the Principal of BUDMOUTH ACADEMY who will acknowledge receipt and explain what action will be taken.

Academy Stage Two Complaint	
Name	
Pupil/Student name (if relevant)	
Your relationship to the Pupil/Student (if relevant)	
Full Address (Including Postcode)	
Email address	
Mobile telephone number	
Home telephone number	
Other daytime telephone number (Work etc)	
Please give details of why you feel dissatisfied with the findings or outcomes from the stage one process or with how the stage one process was managed (e.g. if you believe the process did not consider all parts of your original complaint).	
If the escalation to stage two is partly or wholly because of new incidents that relate to the same matter that was considered under the stage one process, you should provide details such as relevant dates, times, and the names of witnesses of the new events	
How do you wish to conclude this matter, what is the remedy you are seeking.	
Signature	
Date	
Official Use Only	
Date acknowledgement sent	
Sent by whom	

Academy Stage Two Complaint	
Complaint referred to	
Date	