

Complaint Form - Stage 3

Please complete and return to the Director of Primary/Secondary (Stage 3) via the Company Secretary (hello@swale.at) (see school website for downloadable form).

Receipt of your complaint will be acknowledged and next steps explained within 5 school days.

School:	Pupil's name:
Your name and relationship to the child:	
Contact address:	Telephone:
Email:	Date:

Please give details of what actions were taken (by yourself and the school) at Stage 2 of the Trust Complaints Policy to try and resolve your complaint?
Please provide details of why you now feel your complaint should be considered at Stage 3:
What further actions do you feel may resolve the problem?
Are you attaching any paperwork? If so, please give details.
Signature: _____ Date: _____