

Request for panel hearing

Complaint Form – Stage 3 – Complaint heard by the Complaints Panel

Your name:	
Pupil's name:	
Address:	
Date:	
Daytime telephone No:	

Please give details for your dissatisfaction with the investigated complaint

	Please tick
Investigation was not conducted in accordance with the complaints policy	
My complaint was not investigated thoroughly	
The complaint has not been resolved	
Other	

Please outline in your own words why you believe the complaint needs to be taken to a panel

The outcome I am seeking is:

What action have you already taken to try to resolve your complaint? (Who did you speak to and what was the response?)

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Are you attaching any paperwork? If so, please give details

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Signature:

Date:

Contact details:

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For Office use only: Date of panel meeting	
Panel members	
Complainant	
School	
Discussion and Action Agreed	
Copied to: For File: Stage 2 To Academy Trust: Stage 3	