**Red Gates School**

**Annex B - Complaints Policy, Stage 3 Form**

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| If you have made a complaint under Stage 2 of the school Complaints’ Policy and procedure and you still have concerns which have not been resolved, you may ask for your complaint to be considered by the complaints’ panel of the Governing Body by writing to the Chair of Governors c/o the School. **This should be received in school within 10 school days of your receipt of response from Stage 2**  Please attach copies of your original Stage 2 complaint (Annex A) and the written response that you received from the school | |
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| Your name: | |
| Pupil’s name: | |
| Your relationship to the pupil: | |
| Address: | Daytime telephone number: |
| Evening telephone number: |
| Postcode: | Email address: |
| Please summarise the actions that have been taken to date to try and resolve your complaint: | |
| Please explain why you remain dissatisfied: | |
| What outcome are you seeking? | |
| Are you attaching any paperwork? If so, please give details. | |
| Dates/times when it would be most convenient for a meeting | |
| Signature: | Date: |
|  | |
| When we receive a Stage 3 complaint, a hearing will be set up within 15 school days (with 10 days’ notice of the meeting). | |
|  | |
| **SCHOOL USE:** | |
| Date received: | By whom? |
| Date acknowledgement sent: | By whom? |
| Complaint referred to: | By whom? |
| **Please return this form to the Chair of Governors c/o the school** | |