Tame River Educational Trust

*Great schools in which to learn, teach and belong*

# Formal Complaint Form: Stage 3 (Panel Hearing Request)

Please complete this form and return it to the Headteacher's Personal Assistant who will acknowledge receipt and explain what action will be taken.

**This form should only be completed following the completion of Stage 2 of the complaints' process.**

If you are dissatisfied with the Stage 2 outcome of your complaint, this form is to request a panel hearing. The panel will look again at your original complaint and any concerns you have about how it has been handled. The panel will not consider any new complaints.

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|---|---|
| **Your name:** | **Student name:** |
| **Your relationship to the student:** | **Student date of birth:** |
| **Address and postcode:** | **Daytime phone:** |
| | **Evening phone:** |
| | **Email:** |

Please tick the box next to whom you are addressing this complaint form to:

a) ☐ To the Headteacher (for complaints about a member of staff or a school issue)

b) ☐ The Chair of the Local Governing Body (for complaints against the Headteacher or member of the Local Governing Board)

c) ☐ The Chair of Trustees (for complaints against the Chair of Governors, a Trustee or the CEO)

d) ☐ The Chair of the Trust Members (for complaints against the Chair of Trustees)

**Please outline your complaint. If you have a Stage 2 outcome, please include it with this form.**

**Why do you believe your complaint was not resolved at Stage 2?**

**How can this complaint be resolved?**

| | |
|---|---|
| **Signature:** | **Date:** |