**FORMAL STAGE 2 COMPLAINT**

Please complete and return to the Clerk to Governors (c/o Belper School and Sixth Form Centre) who will acknowledge receipt and explain what action will be taken. **If you have a disability and need a reasonable adjustment please contact the school by telephone and they will arrange for the Clerk to Governors to help you by writing out your complaint.**

**BY COMPLETING THIS FORM YOU CONFIRM YOU HAVE MADE A FORMAL STAGE 1 COMPLAINT AND WISH TO ESCALATE THIS TO STAGE 2.**

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| --- |
| Your name: |
| Student’s name (if relevant): |
| Your relationship to the student (if relevant): |
| Address:Postcode:Day time telephone number:Evening telephone number:Email: |
| Please give details of why you wish to escalate your Formal Stage 1 complaint to Stage 2Please summarise in bullet points the issues you need addressing.•••••••  |

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| What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to and what was the response)? |
| What actions do you feel might resolve the problem at this stage? |
| Are you attaching any paperwork? If so, please give details.  |
| Signature:Date: |
| Official useDate acknowledgement sent:By who: Complaint referred to:Date:  |