

## THE HUB SCHOOL

### Stage 2 – Complaint Form

**Please complete and return to the Headteacher in the first instance, who will acknowledge receipt and explain what action will be taken.**

**Your Name:**

**Student Name:**

**Your relationship to the student:**

**Address:**

**Postcode:**

**Day time telephone number:**

**Evening telephone number:**

**Email:**

**Preferred method of contact:**

**Please give details of your complaint:**

**Please give reasons why you are not satisfied with your stage 1 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 Use**

**Date acknowledgement sent:**

**By Whom:**

**Complaint referred to:**

**Date:**

**(Should you not be satisfied with the outcome of the investigation, you will be asked to submit a revised copy of this form to the Chair of the Governing Board)**