

THE HUB SCHOOL

Stage 3 – Complaint Form

Please complete and return to for the attention of the Chair of Governors 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:

You have already has a response at stage 1 & 2; can you give details as to why you feel this hasn't been resolved to your satisfaction?

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: