



CORINIUM
EDUCATION
TRUST

Complaints Form

Complaint made by (please insert your name and contact details):

Identify the school within The Corinium Education Trust to which the complaint refers:

Date of complaint:

Date you raised your initial concerns:

Who did you raise your initial concerns with:

Complaint Details:

Date complaint received by the individual school within The Corinium Education Trust:

Your complaint will be dealt with by the named school in line with The Corinium Education Trust's Complaints Procedure (copy attached) which has four stages:

- Stage 1 (informal): Complaint heard by the relevant school's designated School Complaints' Co-ordinator;
- Stage 2 (formal): Complaint heard by the individual school's Headteacher;
- Stage 3 (formal): Complaint heard by the individual school's Chair of the Local Governing Body;
- Stage 4 (formal): Complaint heard by The Corinium Education Trust's Complaints' Appeal Panel.

An unsatisfied complainant can always take the complaint to the next stage.