



Complaint Form



Icknield Community College

An Acer Trust School

Approved by: Acer Trust Board for use in Acer Trust Schools
Date: March 16 2021

Review Date: March 2023

This procedure is based on the DfE (Department for Education) Model Policy and will be reviewed every two years, or sooner if new guidance is produced by the DfE.

Complaint form

For a complaint process summary, the complaints procedure for Icknield Community College can be found [here](#).

Please complete and return to the Headteacher for Stage 1 or the Clerk for Stages 2 and 3 who will acknowledge receipt and explain what action will be taken.

Your name:		
Pupil's name (if relevant):		
Your relationship to the pupil (if relevant):		
Contact details:		
Please give details of your complaint (adding extra pages if necessary):		
No	Details of issue	What action has been taken to resolve the matter and by whom?
1		
2		
3		
etc		

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 who:

Complaint referred to:

Action taken:

Date: