

**Appendix B: Complaint Form (this should be available as a separate document that can be sent to a complainant)**

Polegate School



<b>Your desired outcome(s)</b>			
What are you hoping to achieve?		What benefits / impact would this have on the wider school environment	
<b>Key points of your complaint</b>			
Please summarise the key issues for you		What has been the impact on you / child / other? <i>Please provide evidence where possible</i>	
1.			
2.			
3.			
4.			
5.			
<b>Timeline - please summarise the sequence of events - in date/time order</b>			
Please give clear references and indications of documents, records, policies and recorded communications that help us understand your point of view and your case.			
Date	Who	What Action (including documents / records / evidence)	Outcome / Response?