

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

Polegate School



Your desired outcome(s)			
What are you hoping to achieve?		What benefits / impact would this have on the wider school environment	
Key points of your complaint			
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.			
Timeline - please summarise the sequence of events - in date/time order			
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?