**CIT Complaints**

**Initial Complaints Form**

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| --- | --- | --- | --- |
| Your name: |  | | |
| Pupils name  (if relevant): |  | | |
| Your relationship to pupil (if relevant): |  | | |
| School: |  | | |
| Address: |  | Post Code: |  |
| Mobile: |  |
| Home phone: |  |
| Email address: |  | | |
| Complaint stage: | Stage 1 – Informal | Stage 2 – Formal | |
| Please give details of your complaint. (Continue on a separate sheet if necessary) | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| What actions do you feel might resolve the problem at this stage? | | | |
| Are you attaching any paperwork?  If so, please give details below. | | Yes | No |
|  | | | |
| Signature: |  | Date: |  |

**CIT use only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date acknowledgement sent: |  | By whom: |  |
| Complaint referred to: |  | Date: |  |
| Case reference number: |  | | |