**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) |

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| --- |
| 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: |  |