**CIT Complaint Form**

**Stage 1 Informal/Stage 2 Formal**

|  |  |
| --- | --- |
| Your name: |  |
| Pupil’s name (if relevant): |  |
| Your relationship to pupil (if relevant): |  |
| School: |  |
| Address: |  | Postcode: |  |
| Mobile: |  |
| Home phone: |  |
| Email address: |  |
| Is this complaint a: |  Stage 1 (Informal) - Yes [ ]  **OR** Stage 2 (Formal) - Yes [ ]  |
| Are you submitting this complaint following the outcome of a Stage 1 complaint? |  Yes [ ]  No [ ]  |
| Please provide details of your complaint. (If this complaint is following the outcome of a Stage 1 informal complaint, please also detail the nature of any issues which remain unresolved following the Stage 1 process.) |

|  |
| --- |
| What actions do you require to resolve your complaint 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: |  |