

Appendix 4

Complaint Form - Stage 4 Appeal Hearing

Please complete and return to the CEO (Stage 4) via the Company Secretary (hello@swale.at) within 10 school days of the decision at Stage 3.

Receipt of your complaint will be acknowledged and next steps explained within 5 school days.

School:	Pupil's name:
Your name and relationship to the child:	
Contact address:	Telephone:
Email:	Date:

Please give details of what actions were taken (by yourself and the school) at Stage 2 and 3 of the Trust Complaints Policy to try and resolve your complaint?

Please provide details of why you remain unhappy with the outcome at Stage 3 and why you now feel your complaint should be considered at Stage 4:

What further actions do you feel may resolve the problem?

Are you attaching any paperwork? If so, please give details.

Signature: _____ Date: _____