**Request for panel hearing**

**Complaint Form – Stage 3 – Complaint heard by the Complaints Panel**

|  |  |  |
| --- | --- | --- |
| Your name: |  | |
| Pupil’s name: |  | |
| Address: |  | |
| Date: |  | |
| Daytime telephone No: |  | |
| Please give details for your dissatisfaction with the investigated complaint   |  |  | | --- | --- | |  | Please tick | | Investigation was not conducted in accordance with the complaints policy |  | | My complaint was not investigated thoroughly |  | | The complaint has not been resolved |  | | Other |  |   Please outline in your own words why you believe the complaint needs to be taken to a panel   |  | | --- | |  |   The outcome I am seeking is:   |  | | --- | |  |   What action have you already taken to try to resolve your complaint? (Who did you speak to and what was the response?)   |  | | --- | |  | | | |
| Are you attaching any paperwork? If so, please give details | | |
| Signature: | | Date: |
| Contact details: | | |

|  |  |
| --- | --- |
| For Office use only: Date of panel meeting |  |
| Panel members |  |
| Complainant |  |
| School |  |
| Discussion and Action Agreed |  |
| Copied to: For File: Stage 2  To Academy Trust: Stage 3 |  |