**Request for panel hearing**

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

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| --- | --- |
| 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

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The outcome I am seeking is:

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What action have you already taken to try to resolve your complaint? (Who did you speak to and what was the response?)

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| 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 2To Academy Trust: Stage 3 |  |