# Complaint Form, Stage 3

Please complete and return to the Director of Primary/Secondary (Stage 3) via the Company Secretary ([enquiries@swale.at](mailto:enquiries@swale.at)) (see school website for downloadable form).

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: |

| Which aspects of the Stage 2 outcome are you dissatisfied with? |
| --- |
| What further actions do you feel may resolve the problem? |
| Are you attaching any paperwork? If so, please give details.  Signature: Date: |