

The Richmond upon Thames School - Stage 2 Complaint Form

Please complete and return to **the Head Teacher, the Richmond upon Thames School, Egerton Road, Twickenham Middlesex TW2 7SL** or email: PA@rts.richmond.sch.uk.

This form can only be used when all informal (stage 1) processes have been exhausted.

All stage 2 complaints must be put in writing on the stage 2 complaint form.

Your name:	
Student's name (if relevant):	
Your relationship to the student (if relevant):	
Address:	
Day time telephone number:	
Evening telephone number:	
Email address:	
Please give details of your complaint, including whether you have spoken to anybody at the school about it.	
What actions do you feel might resolve the problem at this stage?	
Are you attaching any paperwork? If so, please give details.	
Signature:	
Date:	
Official use	
Date acknowledgement sent:	
By who:	
Complaint referred to:	
Date:	