

The Richmond upon Thames School - Stage 3 Complaint Form

Please complete and return to **the Clerk to the Trustee, The Richmond upon Thames School, Egerton Road, Twickenham Middlesex TW2 7SL** or email CoT@rts.richmond.sch.uk.

This form can only be used when all informal (stage 1) and stage 2 processes, involving the school and the Head Teacher, have been exhausted.

Your name:	
Student 's name (if relevant):	
Your relationship to the student (if relevant):	
Address:	
Contact numbers, please state preferred contact time:	
Email address:	
Details of complaint	
Why was the Head Teacher's response not satisfactory?	
What further actions would the Panel need to agree in order to resolve this complaint?	
Signature:	
Date:	
Official use	
Date acknowledgement sent:	
By who:	
Complaint referred to:	
Date:	