

## Appendix 2: The Richmond upon Thames School - Stage 3 Complaint Form

Please complete and return to **the Clerk to the Trustees, The Richmond upon Thames School, Egerton Road, Twickenham Middlesex TW2 7SL** or email [clerk@rts.richmond.sch.uk](mailto:clerk@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.

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