

**ELMFIELD SCHOOL
FORMAL COMPLAINT NOTIFICATION**

Formal Stage of Complaint Procedure

Your name and contact details:

Please set out the issues of your complaint. Please be as specific as possible, and, where applicable, give dates and sequence of events.

Are you attaching any paperwork? If so, please list it here.

What do you think needs to be done to resolve this matter?

Signed:

Date:

*Please return this form to **Carrie Smith**, the designated Complaints' Officer, who will inform the Chair of the Council of Management, that a formal complaint has been lodged.
We recommend that you to keep a copy of this form for your own records.*