



Appendix D
Stage 2 Complaint Form
To be completed by Complainant

Your Name:	
Child's Name:	
Your relationship to the child:	
Address:	
Postcode:	
Telephone Number(s):	
Email Address:	
Details of your complaint:	
<p>What action, if any, have you already taken to resolve your complaint? Please include details of who you spoke to and what was the response/outcome:</p>	





What actions do you feel may resolve the complaint at this stage?

Are you attaching any paperwork to this Form? If yes, please give details.

Signature:

Date:

For Office Use Only

Date acknowledgement sent:

By who:

Complaint referred to:

Date complaint referred:





The Romero Catholic Academy
Nurturing the Talent of Tomorrow



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