

## The Partnership Trust Complaints Policy - Appendix 4: Complaint Form

Please complete in as much detail as possible. If you require support in completing the form, please contact your school office or the office at The Partnership Trust ([office@thepartnershiptrust.com](mailto:office@thepartnershiptrust.com)/01761 404207).

Please return the completed form either:

- Directly to the school
- By email or post to the marked 'Private and Confidential' to Trust Governance Manager ([office@thepartnershiptrust.com](mailto:office@thepartnershiptrust.com))

The Partnership Trust, Mulberry Lodge, Longfellow Road, Bath BA3 3AL

Your name	
Pupils name (if applicable)	
Your relationship to the pupil	
School name (if applicable)	
Your address	
Contact telephone number	
Please provide details of your complaint.	
What action if any have you already taken to try and resolve your complaint. Please provide details of who you spoke to and the response	
What actions do you feel might resolve the problem at this stage	

Are you attaching any paperwork, e.g. previous correspondence. If so, please provide details	
Signature	
Date	

<b>School/Trust use</b>
<b>Complaint Referred to (Complaint Manager)</b>
<b>Proposed Investigating Officer</b>
<b>Date acknowledge sent to complainant</b>