

Appendix 2: **The Blue Tangerine Formal Complaint Form**

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| **Name:** |  |
| Address: |  |  |
| **Postcode:** |  |  |
| **Email address:** |  |  |
| **Telephone No:** | Day: |  |  |
|  | **Evening:** |  |  |
|  | **Mobile:** |  |  |
| **Please identify the setting this complaint refers to:**The Federation The Collett School St Luke’s School  |  |
| **What is the nature of your complaint? (Please use additional sheets if needed)** |
| **Complaint Form, Page 2.** |
| **Have you raised your issue(s) with your child’s Class Teacher at the informal stage? If so, when did you do this?** | **Yes (inc. date)** | **No** |  |
| **Have you complained to either the Head of School or Executive Headteacher at Stage 1?** | **Who:** **Yes (inc. date)** | **No** |  |
| **What happened when you complained to the Head of School?** |  |
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| **What are your desired outcomes?** |
|  |
| **Signed:** |  |
| **Date:** |  |

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Please return your completed complaint form to the School Office either by email at admin@collett.herts.sch.uk / admin@stlukes.herts.sch.uk or in hard