

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?** | | | | | |  |
|  | | | | | |
| **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](mailto:admin@collett.herts.sch.uk) / [admin@stlukes.herts.sch.uk](mailto:admin@stlukes.herts.sch.uk) or in hard