**Stage 3 Complaint Form**

Please complete and return to theHead of Governance who will acknowledge receipt and explain what action will be taken. The form can be emailed to [complaints@ebor.academy](mailto:complaints@ebor.academy). Please mark the complaint Private and Confidential.

| **Your name:** |
| --- |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil (if relevant):** |
| **School** |
| **Address:**  **Postcode:**  **Day time telephone number:**  **Evening telephone number:**  **Email address:** |
| * **Please outline, in no more than one page or 400 words, the details of your Stage 2 complaint and the elements you feel have not been resolved satisfactorily by the Stage 2 procedure.** |
| **What actions do you feel might resolve the problem at this stage?** |
| **Are you attaching any paperwork as evidence for the panel to review before the hearing? If so, please give details. All paperwork must be sent to the Head of Governance at least 6 days before the hearing and will be shared with all participants 5 days prior to the hearing.** |
| **Please sign here to confirm that you agree for us to disclose relevant information about your complaint to third parties involved such as the panel members**  **Signature:**  **Date:** |
| **Official use** |
| **Date acknowledgement sent:** |
| **Date Complaint Policy given out** |
| **By who:** |
| **Complaint referred to:** |
| **Date:** |