

## Appendix B: Complaint Form

# St Richard's Catholic College



<b>Your desired outcome(s)</b>			
<b>What are you hoping to achieve?</b>		<b>What benefits / impact would this have on the wider school environment</b>	
<b>Key points of your complaint</b>			
<b>Please summarise the key issues for you</b>		<b>What has been the impact on you / child / other?</b> <i>Please provide evidence where possible</i>	
1.			
2.			
3.			
4.			
5.			
<b>Timeline - please summarise the sequence of events – in date/time order</b>			
<b>Please give clear references and indications of documents, records, policies and recorded communications that help us understand your point of view and your case.</b>			
Date	Who	What Action (including documents / records / evidence)	Outcome / Response?