



**RAINHILL
HIGH SCHOOL**



STAGE 2 COMPLAINTS FORM

Your Name	
Pupil's Name & Form	
Your relationship to pupil	

Address	
Postcode	

Email			
Daytime contact number		Evening contact number	
Complaint for attention of			

Outline of complaint - Include details of the complaint – nature of it, who it concerns. *Continue on a separate sheet if required.*

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What action have you already taken to try and resolve your complaint

Details of actions you have taken to date, including key information pertaining to your stage one complaint, for example: who you addressed the complaint to, any action agreed/taken, key times and dates of communication sent and received etc.

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What would you like as an outcome from your complaint?

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Your Signature	
Date	

Please complete and return via email to Complaint@rainhillhigh.org.uk or send a hard copy to the school address, marked for the attention of the Complaints Officer

OFFICE USE	
Date received	
Date acknowledgement sent	
Responsible member of staff	