

Appendix One

**ESSA FOUNDATION ACADEMIES TRUST**

ESSA ACADEMY/ESSA PRIMARY

STAGE TWO COMPLAINT FORM

|                                   |  |
|-----------------------------------|--|
| <b>Name of Complainant</b>        |  |
| <b>Complaint's Address</b>        |  |
| <b>Complaint's contact number</b> |  |
| <b>Relationship to Academy</b>    |  |
| <b>Reason for complaint</b>       |  |

|   |
|---|
| <b>Details of complaint to be considered/investigation (continue on separate pages)</b> |
|   |

The Stage Two Complaint Form should be completed and sent to the Principal of the Academy. In the event that the complaint is about the Principal, the form should be sent to the Chair of the **[Local Governing Body/Trust Board]**.