Appendix 1

Complaint Form

Please complete and return to Miss Nicole Hawes (PA to Principal), Ormiston Victory Academy, Middleton Crescent, Costessey, Norwich, Norfolk, NR5 0PX or [pa@ormistonvictoryacademy.co.uk](mailto:pa@ormistonvictoryacademy.co.uk) who will acknowledge receipt and explain what action will be taken.

|  |  |
| --- | --- |
| Your name: |  |
| Student’s name and form: |  |
| Your relationship to the student: |  |
| Address: |  |
| Postcode: |  |
| Day time telephone number: |  |
| Evening telephone number: |  |
| Please give details of your complaint. |  |

|  |
| --- |
| What action have you taken to resolve the complaint? Who did you talk to? What was the response? |
|  |
| What actions do you feel will resolve your complaint at this stage? |
|  |

Are you attaching any further paper work? Y/N

**Signature:**......................................................................................... **Date:** ............................................