Stage One Complaint

Please complete and return to the Principal of BUDMOUTH ACADEMY who will acknowledge receipt and explain what action will be taken.

Academy Stage One Complaint	
Name	
Pupil/Student name (if relevant)	
Your relationship to the Pupil/Student (if relevant)	
Full Address (Including Postcode)	
Email address	
Mobile telephone number	
Home telephone number	
Other daytime telephone number (Work etc)	
Please give details below of your concern, including who you have spoken to at the academy about it.	
What actions do you feel might resolve the problem at this stage?	
Are you attaching any paperwork? If so, please give details.	
Signature	
Date	
Official Use Only	
Date acknowledgement sent	
Sent by whom	
Complaint referred to	
Date	