**Brymore Academy**

**Student Complaints Form**

**Students Personal Details:**

Name : Boarding House:

**Details of Complaint [Please state clearly the nature of complaint including names / dates / locations etc]:**

**(Complainant) Signed: Date:**

(To be completed by staff) **Staff Name:**

**Details of actions taken to resolve complaint : Date**:

**Complaint resolved at step 1 / 2 / 3 / 4 / 5 (Circle appropriate)**

**Complaint has been resolved, feedback provided by complainant -**

**Actions taken by school to reduce probability of reoccurrence of issue / incident -**