**Appendix E**

**Complaint Appeal Form – Stage 3 – Panel Hearing**

(to be completed by the complainant and returned to [governance@bccet.org.uk](mailto:governance@bccet.org.uk) )

|  |
| --- |
| **School/Department:**  *Please include the school’s postcode* |
| **Name of complainant and relationship with the School/Trust:**  (e.g., Supplier, parent) |
| **Home Address:** |
| **Contact telephone number:** |
| **Email Address:** |
| **Name of pupil or staff member (if relevant to your complaint):** |
| **Details of the complaint** (please include the date or period of time to which the complaint relates and confirm whether you have already expressed your concerns formally; to whom and when).  *Please attach copies of any further information you have, such as letters or reports which have not already been shared at Stage 2.* |
| **What action, if any, have you already taken to try to resolve your complaint? (Who did you speak to and what was the result?)** |
| **What actions do you feel might resolve your complaint at this stage?** |

Signed: ………………………………………………… Date: ……………….……...

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**Internal use:**

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by: