

STAGE 4 COMPLAINT SUBMISSION FORM

Please complete and return to:

Headmaster
Runnymede College
Calle Salvia 30
28109
Madrid

headmaster@runnymede-college.com

who will acknowledge and explain what action will be taken

Your name:	
Pupil's name:	
Your relationship to the pupil:	
Postal address:	
Contact phone number	
Email address:	

Dear Headmaster

I submitted a formal complaint to the school on and am dissatisfied by the procedure that has been followed and/or the outcome. My complaint was dealt with at Stage 2 of the school's procedures and I received a response from on.....

I am dissatisfied by the way the procedure was carried out because:

And/or by the final outcome because:

(You may continue on separate sheets or attached additional documents if you wish.)

What actions do you feel might resolve the issue at this stage?

I would like the panel to conduct a hearing

a.) on the papers which have been submitted

b.) at a meeting that I will attend

At the meeting I would like to be accompanied by the following:

Signature:

Date:

For school use only

Date complaint form received:

Date acknowledgement sent:

Complaint referred to:

Date complaint referred: