

Islamia Girls School/Brondesbury College "The School"  
Formal Complaints & Appeals Forms



This Form must be completed as part of the Stage 2 process of complaints

Name of Parent	
Name of Student	
Class of Student	
Home Address	
Home Phone Number	
Mobile Number	

Please indicate if you have tried to resolve the complaint informally, giving details

Date of Stage 1 (informal complaint)	
Nature of Complaint e.g. bullying	
Staff Member Reported to	
Why was Stage 1 not Acceptable?  Please Give Details	

Please provide full details of complaint including names, dates, times and places.

Please also attach to this sheet any documents you would like considered at the Meeting.



TO BE COMPLETED BY SCHOOL/OFFICE

Name of Staff	
Date of Stage 2 Complaint	
Staff Present	
Nature of Complaint e.g. Bullying	
Meeting Notes – please give details of complaint, proposal to resolve problems etc.	

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Appeal Form



This Form must be completed as part of the Stage 3 process of complaints

Name of Parent	
Name of Student	
Class of Student	
Home Address	
Home Phone Number	
Mobile Number	

<p>Please give details of the Stage 2 process and attach the form with this form</p> <p>Why was Stage 2 not acceptable? Please give details</p>	
<p>Please give details of what you would like considered in the appeal</p>	

TO BE COMPLETED BY SCHOOL/OFFICE

Name of Staff	
Date of Stage 3 Complaint	
Staff Present	
Nature of Complaint e.g. Bullying	
Meeting Notes – please give details of complaint, proposal to resolve problems etc.	