

**GMAT POLICIES**

*Complaints form*

**Greater Manchester Academies Trust**

# Complaint reporting form

Complaint Reporting Form

*Please complete and return to the Head of Establishment by emailing* *complaints@gmatrust.co.uk* *,*

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| Your name: |
| Email address: |
| Student’s name: |
| Your relationship to the student: |
| Address:Postcode:Day time telephone number: Evening telephone number: |
| Please give details of your complaint. |
| What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to and what was the response)? |
| 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 useDate acknowledgement sent: By who:Complaint referred to: Date: |