



## Bishop Bewick Catholic Education Complaints procedure form

If you have tried unsuccessfully to resolve your complaint (**having followed the relevant school level complaints policy**) and wish to take the matter further, please complete this form and send it to [gilly.box@bishopbewickcet.org](mailto:gilly.box@bishopbewickcet.org).

If your complaint is against the Trust's Chief Executive, you will need to send the form to the Chair of Trustees.)

Name:	Address:
Telephone number:	
Email:	Postcode:
Does this complaint relate to an escalation or unresolved issue with a school?	
What is your complaint concerning, and what action would you like the Trust to take?	
When did you discuss your concern or complaint with the appropriate member of staff?	
What was the result of the discussion/school complaints policy?	
Signed:	Date: