

Appendix 1 - Complaint form

If you wish to make a written complaint, please complete the areas below and return to the Principal Dennis Kirwan, Ormiston Bushfield Academy, Ortongate, Peterborough PE2 5RQ, or email to dennis.kirwan@bushfield.co.uk

Please ensure you include the following information:

Your name:

Student's name, academy and form:

Your relationship to the student:

Address and postcode:

Telephone number(s):

Please give details of your complaint:

What actions have you taken to resolve the complaint? Who did you talk to? What was the response?

What actions do you feel will resolve the complaint at this stage?

Once completed the Data Protection and Complaints Team will acknowledge receipt and explain what action will be taken.