**GLOW Maths Hub: FORMAL COMPLAINTS FORM**

GLOW Maths Hub

Balcarras School

East End Road

Cheltenham

GL53 8QF

You may use this form to make a complaint about GLOW Maths Hub.

We would like you to return this form as soon as possible.

**Your name**:

**Email address:**

**Telephone:**

**Date of incident:**

**Approximate time of incident:**

**Complaint:**

**What actions do you think would help to resolve the situation?**

**What times are convenient for you to have an appointment to discuss this?**