**Appendix B: Complaints Form**

School complaint: Please complete and return to the school office marked private and  confidential for the attention of the Headteacher or Chair of Governors who will acknowledge receipt and explain what action will be taken.

Trust complaint: Please complete and return to either the Trust office marked private and confidential for the attention of the CEO or Chair of the Board who will acknowledge receipt and explain what action will be taken.

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| Your name: |
| Pupil’s name (if relevant): |
| Your relationship to the pupil (if relevant): |
| Address:  Postcode:  Day time telephone number:  Evening telephone number: |
| Please give details of your complaint, including whether you have spoken to anybody at the school or Trust about it. |

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| 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 use |
| Date acknowledgement sent: |
| By who: |
| Complaint referred to: |
| Date: |