

**Complaints Form**

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| **Name of complainant:** |  |
| **Contact details:** | **Address:**  |
| **Telephone:**  |
| **Email:**   |
| **Outline of your complaint and how it has affected you (the complainant) / pupil:** |  |
| **Have you discussed the matter already with a member of staff, if so, who? What was the outcome?** |  |
| **What would you like to happen as a result of your complaint?** |  |
| **Signature:** |  |
| **Date:** |  |

**For school use:**

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| **Date received:** |  |
| **Date acknowledged and by whom:** |  |
| **Summary of action taken:** |  |