

**Complaint Form**

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| **Your Name** |  |
| **Address inc. Postcode** |  |
| **Contact Tel. Nos** |  |
| **E mail address** |  |
| **Pupil’s Name** |  |
| **Details of Complaint** |  |
| **Any action you have already taken to resolve this** |  |
| **Any action you feel might resolve the problem at this stage** |  |
| **Further evidence attached** |  |
| **Signature and Date** |  |

**To be Completed by School**

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| **Complaint referred to** |  |
| **Date** |  |
| **School’s Initial Response** |  |
| **Further Action Required** |  |
| **Signed and dated** |  |