



**Formal Complaint Form: Stage One (Complaint to Headteacher)**

Name:

Address:

Postcode:

Telephone Number

Day  
Evening

What is it you want to complain about? – Please be as specific as possible

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Please provide any additional background information that may help us deal with your complaint

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What would you like us to do to put things right? – Please be as specific as possible

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Signed:

Date:

Please return this form to the Headteacher

Should you need assistance in completing this form or any other information regarding the complaints process, please contact Mrs Tracey Middleton (Clerk to Governors on 01923 264504 ext.279)