**APPENDIX 4**

## Complaint Form

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| **Please provide your details** | |
| Full name |  |
| Address  (including postcode) |  |
| Email address |  |
| Phone number |  |
|  | |
| **Details of Complaint.** Please provide below details of your complaint, including whether you have spoken to anybody at the school about it already.  If you are completing this form electronically, this box will expand as required. If you are completing by hand, please use a continuation sheet if required. | |
|  | |
| **Resolution:** What would represent for you an acceptable resolution to the complaint? | |
|  | |
| **Further Information:** Do you have any further relevant information to add? | |
|  | |
| Signed: Date: | |