## Complaint Form the form is also available in hard copy by contacting the School Office, completed forms to be returned via email to the Headteacher (Stage 1) or Clerk to the Board – ngreen@lifemultiacademytrust.org.uk (Stage 2) or in an envelope marked Private & Confidential to the School Office.

Please complete and return to Headteacher or Clerk to the Governing Body 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 about it.** |
| **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:**  |