## Appendix B – Complaint form

Please complete and return to Mrs Rebecca Murphy, Headteacher for Stage 1, or Mr Frank Curry, Clerk for Stages 2 and 3) 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):** |
| **Contact details:** |
| **Please give details of your complaint (adding extra pages if necessary):** |
| **No.** | **Details of issue** | **What action has been taken to resolve the matter and by whom?** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **etc** |  |  |
| **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 and by whom:** |
| **Stage:**  |
| **Complaint referred to:** |
| **Action taken:**  |
| **Date:**  |