**APPENDIX B Complaint Form to the Governing Body (Stage 4)**

**Please complete and return to the Chair of Governors who will acknowledge**

**receipt and arrange a meeting of the Complaints Committee.**

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| **Your name:** |  |
| **Pupil’s name:** |  |
| **Your relationship to the pupil:** |  |
| **Address:** |  |
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| **Postcode:** |  |
| **Main telephone number:** |  |
| **Alternative telephone number:** |  |
| **Please give a brief outline of our complaint:** |  |
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| **What action, if any, have you already taken to try and resolve your complaint.**  **(Who did you speak to and what was the response)?** |  |
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| **What actions do you feel might resolve the problem at this stage?** |  |
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| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |