

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) at the school on 01923 264504