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| **Middle Street School Complaint Form** |

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| **Parent Name** |  |
| **Pupil’s** **name** **(if  relevant):** |  |
| **Your** **relationship** **to** **the** **pupil** |  |
| **Address:** |  |
| **Tel no:** |  |
| **Email:** |  |

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| **Please   give details of your complaint,** **including** **whether you have spoken to anybody at   the school about it.** |
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| **What   actions do you feel might** **resolve** **the** **problem** **at this stage?** |
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| **Are you   attaching any paperwork?** **If** **so,** **please** **give details.** |
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|  |  |
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| **Signed** |  |
| **Date** |  |

**Official** **use**:

|  |  |
| --- | --- |
| **Date** **acknowledgement** **sent:** |  |
| **By** **who:** |  |
| **Complaint** **referred to:** |  |
| **Date:** |  |