



**Bayford School**

## **Formal Complaint Form**

*Please return this form to the Chair of the Governing Body at the school address.*

**Name of Complainant:**

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**Relationship with pupil:**

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**How can we contact you?**

**Your address:**

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**Email address:** -----

**Telephone number(s):** -----

**What is it you want to complain about?**

*Please use more space if you need it, but you don't need to give us all the details at this stage.*

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Have you raised your issue with the Class Teacher (informal stage)? If so, when did you do this?

YES/NO (delete whichever does not apply) **Date:** -----

Have you complained to the Headteacher? If so, when did you do this?

YES/NO (delete whichever does not apply) **Date:** -----

What happened when you complained to the Headteacher?

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What would you like the Governing Body to do to resolve this issue?

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Signed \_\_\_\_\_ Date \_\_\_\_\_