##

**Complaint Form:**

Please complete and return to the Headteacher of the school who will acknowledge receipt and explain what action will be taken.

If your complaint is regarding the Headteacher, please return to governance@tpacademytrust.org

Please note: if you require this form in another format, please contact governance@tpacademytrust.org

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| **Your name:** |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil (if relevant):** |
| **Address:** **Postcode:****Contact telephone number:****Email address:** |

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| **Please give details of your complaint, including whether you have spoken to anybody at the school about it.** |
| **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:** |
| **By who:**  |
| **Complaint referred to:** |
| **Action taken:**  |
| **Date:**  |