# Appendix A: Model Complaint Form (Stage 2: Formal)

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| **Your name:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Address:** |  |
| **Please give details of your complaint, including whether you have spoken to anybody at the School/Trust 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:** |  |