

Appendix 2:

School Complaint Form

When you have completed this form please return it to the school or email it to esmith@penistone-gs.uk marked clearly **For the Attention of the Principal**.

|  |
| --- |
| Parent/Carer’s Details |
| Parent/Carer’s Name |  |
| Student’s Name |  |
| Relationship to the Student |  |
|  |  |
| Address |  |
|  |  |
| Post Code |  |
| Telephone Number |  |
|  |  |
| The Complaint (please continue on a separate sheet if necessary) |
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|  |
|  |
|  |
| Signature |
| Signature of Parent/Carer | Date: |  |
|  |  |  |
| School Action |
| Date Received in School | Received by: |  |
| Acknowledgement Sent (date) | Sent by: |  |
|  |  |  |

**Never Stop Flying**

Achieving Excellence through a Values Driven Education

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