## Stage 1 & 2 Complaint Form

**If you feel it might be helpful to have an informal meeting with the Chair of Governors prior to making a Stage 2 complaint then please contact the school office:** **office**@petersfield.cambs.sch.uk

Please complete and return to the Headteacher or Clerk – see flowchart at the beginning of this procedure for the appropriate person to contact (and the contact details) - who will acknowledge receipt and explain what action will be taken.

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| **Your name:** |
| **Pupil’s name (if relevant):** |
| **Your relationship to the pupil (if relevant):** |
| **Address:****Postcode:****Day time telephone number:****Evening telephone number:** |
| **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:** |
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| **Official use** |
| **Date acknowledgement sent:** |
| **By who:** |
| **Complaint referred to:** |
| **Date:**  |

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