

# Complaints Form

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<b>Name of Complainant</b>		
<b>Date</b>		
<b>Contact Details of Complainant</b>		
<b>Status (Parent / Public etc)</b>		
<b>Format of Complaint (Letter / Email etc)</b>		
<b>Details of Complaint</b>		
<b>Received by</b>	<b>Date</b>	<b>Passed To</b>
<b>Entered on Complaints Log</b>	<b>Date Responded to</b>	<b>Response by</b>

*Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.*