**WYVERN COLLEGE ACADEMY TRUST COMPLAINT FORM**

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| Your name: |
| Address:  Postcode:  Day time telephone number:  Evening telephone number: |
| Please give details of your complaint, including whether you have spoken to anybody at the college about it. |
| What actions are you hoping to see that could resolve the situation. |
| Are you attaching any paperwork? If so, please give details. |
| Signature:  Date: |
| **TO BE NOTED IN COMPLAINT LOG**  Date acknowledgement sent:  By who:  Complaint referred to:  Date: |

**Returning this form:**

[enquiries@wyvern.hants.sch.uk](mailto:enquiries@wyvern.hants.sch.uk) if for the attention of the Headteacher or Business Manager.

[clerk@wyvern.hants.sch.uk](mailto:clerk@wyvern.hants.sch.uk) if for the attention of the Trustees or a complaint about member/s of the Trustees.