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## Ranvilles Junior School Complaints Form

Should you need to make a Formal Complaint to the school, this form must be completed and attached to your complaint. If you require assistance in completing this form or require it in a different format, please contact the school office who will assist you with your enquiry.

**Date:**

**Your Name:**

**Phone Number:**

**Email Address:**

**Child's Name:**

**Child's Class:**

**Brief Outline of your Complaint:**

Please attach this to any documentation regarding your complaint.