



# VIKING ACADEMY TRUST

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## VIKING ACADEMY TRUST COMPLAINTS FORM

Please complete and return to the Head of School who will acknowledge receipt and explain what action will be taken:

<b>School:</b>	Chilton Primary School Ramsgate Free School Upton Junior School
<b>Your Name</b>	
<b>Pupil's Name</b>	
<b>Your relationship to the Pupil</b>	
<b>Address</b>	
<b>Daytime Tel. Number:</b>	
<b>Evening Tel. Number:</b>	



**Chilton Primary School**  
Mrs Kate Law ~ Head of School  
[www.chiltonprimarieschool.co.uk](http://www.chiltonprimarieschool.co.uk)



**Ramsgate Free School**  
Mr Nicholas Budge ~ Head of School  
[www.ramsgatefreeschool.co.uk](http://www.ramsgatefreeschool.co.uk)



**Upton Junior School**  
Miss Darci Arthur &  
Mr Dave Walker  
~ Heads of School  
[www.upton.kent.sch.uk](http://www.upton.kent.sch.uk)

<p>Please give details of your complaint here</p>	
<p>What actions, if any have you taken to try and resolve your complaint</p>	
<p>What actions do you feel might resolve the problem?</p>	
<p>Are you attaching any paperwork?</p>	
<p>Signature</p>	
<p>Date</p>	
<p><i>For Office Use only</i></p>	
<p>Date acknowledgement sent</p>	<p>By Whom</p>
<p>Complaint referred to:</p>	<p>Date:</p>



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