

## Appendix B



**UNIVERSITY OF  
CAMBRIDGE  
PRIMARY SCHOOL**

### **Request for an Appeal by a Governors' Panel**

Please complete and return to the school office in a sealed envelope marked 'confidential' and addressed to the Clerk to the Governors. The office will acknowledge receipt within 3 working days.

Your name	Your child's name	Your relationship to the child
Address	Email address	Day time telephone number Evening telephone number

**Please give the grounds for your appeal**

<p>What additional information do you wish to supply at this stage?</p>		
<p>Are you attaching additional paperwork? Please detail here.</p>		
<p>How could the matter be resolved?</p>		
<p>Signed</p>		<p>Date</p>
<p><b>Official Use</b></p>	<p><b>Date acknowledgement sent</b></p>	
<p><b>Official Use</b></p>	<p><b>By who</b></p>	
<p><b>Official Use</b></p>	<p><b>Complaint referred to:</b></p>	
<p><b>Official Use</b></p>	<p><b>Signed by:</b></p>	