

WINDSOR ENGLISH

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Appendix C

COMPLAINTS FORM FOR STUDENTS/TEACHERS/HOST FAMILIES

Student Name	
Course type General English/Summer School	
Class 1/2/3	
Date	
Nature of complaint Transport Bullying Communication Accommodation Food Other	
Description of the problem	
How urgently is action needed?	
Action to be taken/already taken.	
Who else has been or needs to be informed?	
Have parents been informed? And who by?	
Any further information	
Signature	

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