

Meadlands Primary School complaint form

Please complete and return to headteacher or clerk to governing body, who will acknowledge receipt and inform you of the next stage in the procedure.

Your name: _____

Relationship with school (e.g., parent of a pupil): _____

Pupil's name (if relevant to your complaint): _____

Your address: _____

Daytime telephone number: _____ Evening telephone number: _____

Please give concise details of your complaint, (including dates, names of witnesses etc), to allow the matter to be fully investigated:

You may continue on separate paper, or attach additional paperwork, if you wish.

Number of additional pages attached =

What action, if any, have you already taken to try to resolve your complaint? (i.e. who have you spoken with or written to and what was the outcome?)

What actions do you feel might resolve the problem at this stage?

Signature: _____ Date: _____

School use:

Date form received:

Received by:

Date acknowledgement sent:

Acknowledgement sent by:

Complaint referred to:

Date: