



Our visions and values:
***Protecting children's right to play learn and have a voice. *Keeping parents involved in children's development *Governors and staff leading the way on quality *Working partnership with health professionals and schools * Being ethical, respectful and tolerant**



Complaints Form

Please complete and return to the Executive Head teacher who will acknowledge receipt and explain what action will be taken.

Your name:

Pupil's name (if relevant):

Your relationship to the pupil (if relevant):

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Please give details of your complaint. If you can, include dates, times, and the names of anyone who was a witness. Please also include whether you have spoken to anybody at the school about it and what they said or did.



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

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent:

By who:

Complaint referred to:

Date: