

St. Martin's CE Primary & Nursery School
Complaint Form

Please complete and return to the Headteacher (or the Chair of Governors if the complaints involves the Headteacher) who will acknowledge receipt and explain what action will be taken.

Your name:

Pupil's name:

Your relationship to the pupil:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

Please give details of your complaint (Feel free to attach a separate sheet with details):

What action, if any, have you already taken to try and resolve your complaint. (Who did you speak to and what was the response)?

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

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

Signature:

Date:

For the use of St Martin's Staff

Date acknowledgement sent:

By whom:

Complainant referred to:

Date: