



High Meadow Infant School Complaint Form 2018/19

Annex 1

This form must be used by any person making a complaint about the operation of the school which is not covered by an alternative specific procedure. Complaints may come from parents or carers but may also come from pupils/students or members of the public, e.g. school neighbours.

Anyone receiving this form should be advised verbally that help in completing it is available from the school. A member of school staff who is familiar with the process should be nominated to give help.

Complaint Form

Please complete and return towho will acknowledge receipt and explain what action will be taken.

Your name:.....

Address:.....

.....

Postcode:

Daytime telephone number:

Evening telephone number:

If applicable, name of child(ren) at school:

Please give details of your complaint:

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

Your relationship to the school, e.g. parent, carer, neighbour, member of public:

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 of acknowledgement sent:

By Whom:.....

Complaint referred to:

Date: