

Tushingham with Grindley CE Primary School ~ Complaints Policy

Complaints Procedure Form

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

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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:

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Official use

Date acknowledgement sent:

By who:

Complaint referred to:

Date:

