**Wembley Primary School**

**Appendix A: The Complaint Form.**

Please complete and return the form to the Head Teacher, who will acknowledge receipt and explain what action will be taken. Somebody else may help you to complete this form.

Your name:

Child’s name if applicable:

Your relationship to child:

Address:

Contact phone number/s:

E-Mail address:

Please give details of your complaint:

What action, if any, has been taken to try to resolve your complaint?

E.g. who have you spoken to? What was their response?

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

Is there any paperwork or other evidence that you would like taken into consideration? If so what is this?

Signature:

Date:

Official use only.

Date received:

Date acknowledgement sent:

Name of person responding to the complaint: