



Waddington All Saints Primary School

## **COMPLAINTS BY PARENTS – COMPLAINT FORM**

Please complete and return to the Class Teacher, Team Leader, Headteacher or the Clerk to Governors depending on the stage of your complaint. You will receive an acknowledgement and an explanation of the process.

Your name:

Pupil's name:

Your relationship to the pupil:

Your address:

Postcode:

Day time telephone number:

Evening telephone number:

**Please give details of your complaint.**

What action, if any, have you 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 so, please give details:

Signature:

Date:

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**Official use only**

Date acknowledgement sent:

By whom:

Complaint referred to:

Date of referral