



**St Mary's RC Primary School**  
**School Complaint Form**

Please complete and return this form to the Head Teacher / The Chair of Governors / The Clerk of the Governing Body (relevant stage of the Complaints Process) who will acknowledge receipt and explain what action will be taken.

Your name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_

(Evening): \_\_\_\_\_

E-mail: \_\_\_\_\_

Your child's name & Year Group (if relevant to your complaint): \_\_\_\_\_

Please give concise details of your complaint, (including dates, names of witnesses etc. ) to allow the matter to be fully investigated:

What action, if any, have you already taken to try and resolve your complaint? ( i.e. who have you spoken with or written to and what was the outcome?)

Who did you speak to and what was their response?

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>School Use only:</b>	
Date form received:	
Received by:	
Date acknowledgement sent:	
Acknowledgement sent by:	
Complaint referred to:	
Date:	
Date of final response:	

