



ROSECROFT PRIMARY AND NURSERY SCHOOL

Complaints Policy including the management of serial and unreasonable complaints



Appendix 2 - Complaint Form

Please complete and return to the [Headteacher](#), via the school office, who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Address:
Postcode:
Day time telephone number:
Evening telephone number:
Please give details of your complaint, including whether you have spoken to anybody at the school about it under stages 1 and 2.

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 acknowledgement sent:

By who:

Complaint referred to:

Date: