



## St Monica's Catholic Primary School Complaint Form (For Stage 1 Complaints)



If you have tried unsuccessfully to resolve your complaint and wish to take the matter further, please complete this form and send it to the Head teacher. (If your complaint is against the Head teacher, please address the form to the Chair of the Governing Body, marked '**Private and Confidential**'.)

Your Name: \_\_\_\_\_

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

Post Code \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_

Telephone Number (Day): \_\_\_\_\_

Telephone Number (Mobile): \_\_\_\_\_

Name of Child \_\_\_\_\_

Date of Birth of Child \_\_\_\_\_

**What is your complaint about and what would you like the Head teacher to do?**

*Continue on a separate sheet as necessary*

**When did you discuss your concern/complaint with the appropriate member of staff?**

*Continue on a separate sheet as necessary*

**What was the result of the discussion?**

*Continue on a separate sheet as necessary*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_