

Sherington Primary School: Complaint Review Request Form

Your name:

Your address:

Telephone numbers

Daytime:

Evening:

e-mail address:

Dear Sir/Madam,

I submitted a formal complaint to the school on and am dissatisfied by the procedure that has been followed.

My complaint was submitted to and I received a response from On

I have attached copies of my formal complaint and of the response(s) from the school.

I am dissatisfied with the way in which the procedure was carried out, because:

You may continue on separate paper, or attach additional documents, if you wish.

Number of additional pages attached =

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

Signed Date

School use:
Date form received:
Received by:
Date acknowledgement sent:
Acknowledgement sent by:

Complaint referred to :
Date:

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