



Heene Church of England (Aided) Primary School

Complaint Form

Please complete and return to the Clerk to the Governors via the school office or email clerk@heeneprimary.co.uk 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.

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

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

OFFICE USE ONLY

Date acknowledgement sent:

By who:

Complaint referred to:

Date: