



## Greenmeadow Primary School Complaint Form

The person who experienced the problem should normally fill in this form. If you are making a complaint on behalf of someone else please fill in Section B also. Please note that before taking forward the complaint we will need to be satisfied that you have the authority to act on behalf of the person concerned. If you are a pupil the school will help you complete this form, will explain it to you and will give you a copy of it when it is completed.

### Your details

Surname	
Forename(s)	
Title: Mr/Mrs/Ms/other	
Address and postcode	
Daytime phone number	
Mobile phone number	
e-mail address	

How would you prefer us to contact you? \_\_\_\_\_

If you are making a complaint on behalf of someone else, what are their details?

Their name in full \_\_\_\_\_

Address and postcode \_\_\_\_\_

\_\_\_\_\_

What is your relationship to them? \_\_\_\_\_

Why are you making a complaint on their behalf?

\_\_\_\_\_



Describe how you have been affected.

---

---

When did you first become aware of the problem?

---

If it is more than three months since you first became aware of the problem, please give the reason why you have not complained before.

---

---

What do you think should be done to put matters right?

---

Have you already put your complaint to a member of staff? If so, please give brief details about how and when you did so.

---

---

---

Signature of complainant:

Date:

Signature if you are making a complaint on behalf of someone else

Signature:

Date:

Please return this form and any documents to support your complaint to the school.