

William Patten Primary School Complaints Procedure

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.

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<p>What actions do you feel might resolve the problem at this stage?</p>
<p>Are you attaching any supporting information? If so, please give details.</p>
<p>Signature:</p> <p>Date:</p>
<p>Official use</p>
<p>Date acknowledgement sent:</p>
<p>By who:</p>
<p>Complaint referred to:</p>
<p>Date:</p>