

# Merrylands Complaints Form

Please complete and return to Miss Fisher, Head of School

Name:

Pupil's name (if relevant):

Your relationship to the pupil:

Address:

Daytime telephone number:

Evening telephone number:

Please give details of your complaint:

What action, if any, have you already taken to try to resolve your complaint? Who have you spoken to and what was the response?

*continued/*

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

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

Signature:

Date:

**Official use**

Date acknowledgement sent:

By whom:

Complaint referred to:

Date:

Final Action agreed/taken:

Signature:

Miss Fisher, Head of School