



Grendon Primary School

Record of Formal Complaint

Please complete and return to Carina Monnelly-Owen (Chair of Governors) who will acknowledge receipt and explain what action will be taken.

Your Name:	
Pupils Name:	
Your relationship to the pupil:	
Address:	
	Postcode:
Telephone:	Mobile:
Please give details of your complaint:	
What action have you already taken to try and resolve your complaint? <i>Who did you speak to and what was the response?</i>	
What action do you feel might resolve the problem at this stage?	
Are you attaching any paper work? If so, please give details.	
Signature:	Date:

Official Use	
Date acknowledgement sent:	Complaint referred to:
Acknowledgement sent by:	Date: