

# Oakfield Short Stay Primary Complaint Form

## Complaint Form

Please complete and return to Oakfield Primary who will acknowledge receipt and explain what action will be taken.

Please mark as confidential and FAO of the Headteacher unless your complaint is about the Headteacher then mark as private and confidential FAO Mrs S Uprichard Chair of The Management Committee.

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| Your name:   |
| Pupil's name (if relevant):  |
| Your relationship to the pupil (if relevant):  |
| Address:<br>Postcode:<br>Day time telephone number:<br>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:   |
| <b>Official use</b><br>Date acknowledgement sent: |
| By who:   |
| Complaint referred to:                            |
| Date:   |