

## Greenhill Primary School Complaint Form

Please complete and return this form to the Chair of the Complaints Committee who will acknowledge receipt and explain what action will be taken.

Your name:

Address:

Telephone (Daytime):  
(Evening):  
E-mail:

Your child's name:

Year group:

Please give details of your complaint.

What action, if any, have you already taken to try and resolve your complaint?

Who did you speak to and what was their response?

What actions do you feel might resolve the problem?

Signature.

Date.