



- Complaint Form

Please complete and return the form for the attention of Mrs Emma Waites (Complaints Manager) who will acknowledge receipt and explain what action will be taken.

<b>Your name:</b>
<b>Child's name (if applicable):</b>
<b>Your relationship to the child (if applicable):</b>
<b>Address:</b>
<b>Postcode:</b>
<b>Email address:</b> <p style="text-align: right;"><small>Please check regularly as correspondence may be sent via email</small></p>
<b>Day time telephone number:</b>
<b>Evening telephone number:</b>



**a) Please give details of your complaint.**

**b) What action, if any, have you already taken to try and resolve your complaint (who did you speak to and what was the response)?**

**c) What actions 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:**

Please attach any additional sheets, if more space is required.