



## **COMPLAINTS FORM**

**Please complete and return to the Admin Officer who will acknowledge receipt and explain the process.**

Your Name:

Child's Name:

Your relationship to the child:

Address:

Postcode:

Day time telephone number:

Evening telephone number:

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 the response)?

Signature: