

## Haseltine Primary School Complaint Form

In line with the school's policy on complaints. Please complete the form and return to the head of school/chair of governors who will acknowledge receipt and explain what action will be taken. Alternatively you can email this form to: [admin@haseltine.lewisham.sch.uk](mailto:admin@haseltine.lewisham.sch.uk)

Date

Pupil's name

Relationship to pupil

Contact address

Postcode

Telephone

Email

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?)

What actions do you feel might resolve the problem at this stage?

Are you attaching any paperwork? If so, please give details.

Signature

Date

For Official Use	
Date received	
Date Acknowledgement sent	
By whom	
Complaint referred to	
Referral date	