



Complaint form

Please complete and return to Mrs Mercy Atkins (*either Headteacher for Stage 1, or Clerk for Stages 2 and 3*) who will acknowledge receipt and explain what action will be taken.

Your name:		
Pupil's name (if relevant):		
Your relationship to the pupil (if relevant):		
Contact details:		
Please give details of your complaint (adding extra pages if necessary):		
No.	Details of issue	What action has been taken to resolve the matter and by whom?
1		
2		



Riverview C of E Primary and Nursery School

with Riverview Day Nursery

Every child matters, every moment counts

Headteacher: Mrs M Atkins

3		
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 and by whom:		
Stage:		
Complaint referred to:		



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Action taken:

Date: