

Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

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 | | |
| 3 | | |



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| What actions do you feel might resolve the problem at this stage? |
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| Are you attaching any paperwork? If so, please give details. |
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| |
| Signature: |
| Date: |
| Date. |
| Official use |
| Date acknowledgement sent and by whom: |
| Stage: |
| Complaint referred to: |
| Action taken: |
| |
| |
| |
| Date: |
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