**Westminster Nursery School Complaint Form (Annex A)**

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| **Please complete and return to ………………………….. (name of staff member) who will acknowledge receipt and explain what action will be taken.**   |  |  | | --- | --- | | **Your name:** |  | | **Pupil’s name:** |  | | **Your relationship to the pupil:** |  | | **Address:**  **Postcode:** |  | | **Day time telephone number:** |  | | **Evening telephone number:** |  | | **Please give details of your complaint.** *(continue on a separate page if necessary)* | | | **What action, if any, have you already taken to try and resolve your complaint.**  (e.g. 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:** | |  | | | | **Official use:** | | | **Date acknowledgement sent:** | | | **By who:** | | | **Complaint referred to:** | | | **Date:** | | |