

Bierton Pre School Complaint Form



When you have completed this form, please hand it to the Pre School Manager or Chairperson.

Part 1 Contact Details:

Your Name: Mr/Ms/Mrs/Miss or Other (<i>please insert</i>)
Address:
Post Code:
Name of Child:
Contact Telephone Number(s):
Email Address:
When is the best time for us to contact you?

Part 2 Details of the Complaint: (*please continue on additional sheets as necessary*)

Summary of the Complaint:

Explain your understanding of the events, the fault by the setting and/or member(s) of staff, how you and/or your child has been affected and what you think we should do to put things right.

Details of any contact with the Pre School Manager or Chairperson:

Please provide details of action in pursuing the complaint under Stage 1. If no verbal complaint has been made, please explain why. If you believe it would be appropriate for the Chairperson to investigate the complaint, despite this, or you think the complaint is urgent and should be dealt with as a priority, please explain why.

Special Requirements and Further Action:

If anything makes it difficult for you to use complaints procedure, please use the space below to tell us how we might help you. Please also provide any other information which might assist us in dealing with the complaint.

Your Signature: *(To be signed by the person making the complaint)*

Date: