

COMPLAINTS FORM

Child's name Date.....

Name of Parent/carer

Tel No. {Daytime}

Please give full details of your complaint

{please continue a separate sheet if required}

Action taken: {for office use only}

- **Please hand this form to: Mrs. Bridget Cole**
- **If you have a serious complaint about the standard of service provided contact OFSTED on 0300 123 1231 or you can write to them at:**
The Royal Exchange Buildings, Ofsted, St Ann's Square, Manchester, M2 7LA