

St Luke's CE (A) Primary School Complaint Form

Before completing this form, please read the St Luke's CE (A) Primary School Complaints Procedure which can be downloaded from the school's website at: <https://www.stlukesprimary.co.uk/school-policies>

Please complete and return to the school office in a sealed envelope addressed for the attention of Mrs V Davis, Chair of Governors. On receipt of your complaint, she will acknowledge receipt and explain what action will be taken.

Name	
Child's name	
Your relationship to the child	
Address	
Contact Number	
Please give details of your complaint:	
What action have you already taken to try and resolve your complaint?	
What actions do you feel might resolve the problem at this stage?	
Signature	
Date	