



Clyro C.I.W. Primary School

Many hands build a house, many hearts build a school.



Complaints Form

Should you wish to make a formal complaint about any aspect of the services provided by the setting then please read our complaints procedure located within the Parents' Handbook.

You should then complete this form and submit it to the appropriate person as highlighted in our complaints procedure.

Name of Complainant:

Nature of Complaint: (Including communications already made to staff members.) Use additional page if required.

Date of Incident:

Time of Incident:

Actions taken in response:

Results of Complaint Investigation:

Information given to the complainant (including date of response)

Contact Details:

Signed (Complainant): _____

Date: _____

Received by (Setting Name): _____

Date: _____