



St John's Green Primary School

St John's Green
Colchester Essex CO2 7HE

Headteacher Mr Simon Billings
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Learn to Live, Live to Learn.

Complaints Form

Please complete and return to (Complaints Coordinator /Head of Year/Headteacher/Chair of Governors)

Name:

Pupil's name (if relevant):

Your relationship to the pupil:

Address:

Daytime telephone number:

Evening telephone number:

Please give details of your complaint.

What action, if any, have you already taken to try to resolve your complaint? Who have you spoken to and what was the response?

What action 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 whom:

Complaint referred to:

Date:

Final Action agreed/taken:

Signature:

Complaints Co-ordinator / Head of Year / Headteacher / Chair of Governors