Camp Primary & Nursery School
Complaints Policy & Procedure

Approved by Governing Body: December 2023 Next review: September 2026

Complaint Form

Name:		
Address:		
Postcode:		
Email address:		
Telephone No:	**Day:**	
	Evening:	
	Mobile:	
What is the nature of your complaint? (Please use additional sheets if needed)		

Have you raised your issue(s) with your child's Class Teacher at the informal stage? If so, when did you do this?	**Yes (inc. date)**	**No**
Have you complained to the Headteacher at Stage 1?	**Yes (inc. date)**	**No**
What happened when you complained to the Headteacher?		
What are your desired outcomes?		
Signed:		
Date:		

Please return your completed complaint form to the School Office either by email at admin@camp.herts.sch.uk or in hard copy format and it will be passed to the Headteacher or Chair of Governors, depending on what stage the complaint is at and what it is regarding.