

COMPLAINTS FORM

Child's nameDate.....

Name of Parent/s

Tel No. {Daytime}

Please give full details of your complaint {please continue on a separate sheet if required}

The setting will investigate all written complaints and notify complainants of the outcome within 28 days of having received the complaint.

Action taken: {for office use only}

- Please hand this form to: Bridget Nicol
- 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