



## Complaint Form.

Name:

Date:

Nature of complaint:

- Safeguarding
- Education
- Welfare of a child
- Mis communication
- Services
- Leadership and Management
- Food
- Other

If other please state:

Details of complaint:

Have you previously made the manager aware of your complaint?

- Yes
- No

Is this complaint due a reoccurring incident?

- Yes
- No

Please ensure that if your complaint or concern is a safeguarding issue which you believe puts a child in immediate critical danger that you call 999 immediately.

We will respond to your complaint in writing within 14 days. First and foremost, however we will arrange a meeting within 72 hours.

If after meeting with the manager, you are not satisfied with the way your complaint has been handled or dealt with feel free to contact Ofsted on [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or call them on 0300 123 4666.