



All Saints' & St Richard's Church of England Primary School

Let us know if you have a **Comment** **Concern** **Complaint**

Please tick one of the boxes above and use this form to give us your feedback.

Name:

Address:

Phone number:

Email:

Please give details of your comment, concern or complaint

If you have a complaint, have you already spoken to a member of staff about the problem? **Yes** **No**

If yes please provide the name of the member of staff you have already spoken to:

●

If you have a complaint what do you think we should do to put things right?

If you have a complaint or concern how would you like us to contact you about it?

Telephone **Letter** **Email** **Appointment**

Signed: Date:

Official Use	
Date form received:	
Date acknowledgement sent:	
By who:	
Complaint referred to:	