**Fairlawn Primary School Complaint Form**

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| In line with the school’s policy on complaints. Please complete the form and return to the head of school/executive head/chair of governors who will acknowledge receipt and explain what action will be taken. Alternatively you can email this form to: info@fairlawn.lewisham.sch.uk | |
| Date | |
| Pupil’s name | |
| Relationship to pupil | Contact address  Postcode Telephone Email |

Please give details of your complaint

What actions do you feel might resolve the problem at this stage?

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

Are you attaching any paperwork? If so please give details.

Signature

Date

|  |  |
| --- | --- |
| For Official Use | |
| Date received |  |
| Date Acknowledgement sent |  |
| By whom |  |
| Complaint referred to |  |
| Referral date |  |