



St. Mark's Catholic Primary School

Headteacher
Mr S Murphy



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Form of Complaint

When you have filled in this form, send it to the Chair of the Governing Body at your child's school.

Please continue on a separate sheet of paper if necessary.

Name:

Address:

Telephone No:

Home:

Work:

Mobile:

Name of School: _____

Brief details of the problem:

What date or period of time does your complaint relate to:

To whom have you already complained informally and when?

Please give details of any more information you have to back up your complaint, such as letters or reports. If you cannot send photocopies, please send the original paper, which will be photocopied and returned to you.

Do you have a solution that you wish to suggest?

Signed: _____

Date: _____