

## Marine Park First School Complaint Form

Please complete and return this form to the Headteacher, Marine Park First School, either via the school office or by email to [Stephen.easton@marineparkfirst.org.uk](mailto:Stephen.easton@marineparkfirst.org.uk), marked Private and Confidential. The Headteacher will acknowledge receipt and explain what action will be taken.

If the complaint relates to the Headteacher please return it to the Chair of Governors  
([jill.bates@marineparkfirst.org.uk](mailto:jill.bates@marineparkfirst.org.uk))

|                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Your name:</b>                                                                                                                                |
| <b>Pupil's name (if relevant):</b>                                                                                                               |
| <b>Your relationship to the pupil (if relevant):</b>                                                                                             |
| <b>Address:</b><br><br><br><br><br><br><br><br><br><br><b>Postcode:</b><br><b>Day time telephone number:</b><br><b>Evening telephone number:</b> |

**Please give details of your complaint, including whether you have spoken to anybody at the school about it.**

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

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

**Signature:**

**Date:**

**Official use**

**Date acknowledgement sent:**

**By who:**

**Complaint referred to:**

**Date:**