



## GODSTONE VILLAGE SCHOOL COMPLAINTS FORM

If you are not satisfied or feel that you have been unfairly treated, we would like you to indicate your concern.

**It is, however, important that you attempt to resolve any difficulties in the first instance by discussing your concerns/complaint with a member of staff or the Headteacher.**

If you have tried this and still not satisfied with the response then please fill in all the sections of this form and return it to the Chair of Governors, Linda Waghorn, c/o Godstone Village School, Ivy Mill Lane, Godstone, Surrey, RH9 8NH.

<b>Your name:</b>		
<b>Your address:</b>		
<b>Your telephone numbers</b>		
<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>If applicable – Childs name and date of birth:</b>	<b>Your relationship to the child:</b>	
<b>Please give a brief description for your complaint:</b>		

**When did you report the problem to the school?**

**To whom at the school did you report the problem?**

**What was the response?**

**Have you complained to the school about this before?**

YES/NO

**If so, to whom and when?**

**What steps do you feel should have been taken by the school to resolve the matter?**

**Signature:**

**Date:**