

# Comment, Compliment or Complaint Form



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MK8 0PU

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**COMMENT/COMPLIMENT FORM**

Please use this form if you would like to make a comment or compliment on any aspect of school and/or to record discussion points from a meeting with a member of staff about issues you have raised.

Name .....

Signed ..... Date .....

Name of member of staff spoken to .....

**Nature of Comment/Compliment**

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**Please return this form to the School Office for the attention of either the Headteacher or Chair of Governors**

**COMPLAINT FORM**

Please use this form if you wish to complain about any aspect of school and/or to record discussion points from a meeting with a member of staff about issues you have raised.

Name .....

Address .....

Telephone (day): ..... Telephone (evening) .....

Email address:.....

Please give concise details of your complaint to allow the matter to be fully investigated.

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..... please continue on a separate sheet if necessary

Have you complained to the Headteacher? Yes / No

When did you do this? Date:.....

What happened when you complained to the Headteacher? .....

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..... please continue on a separate sheet if necessary

What would you like us to do to put things right?

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..... please continue on a separate sheet if necessary

Signed ..... Date.....

**Please return this form to the School Office for the attention of either the Headteacher or Chair of Governors**