# Appendix B: Complaint Form

Western Road Community Primary School

|  |
| --- |
| **Your desired outcome(s)** |
| **What are you hoping to achieve?** | **What benefits / impact would this have on the wider school environment** |
|  |  |
|  |  |
|  |  |
| **Key points of your complaint** |
| **Please summarise the key issues for you** | **What has been the impact on you / child / other?*****Please provide evidence where possible*** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **Timeline** *- please* ***summarise*** *the sequence of events – in date/time order* |
| **Please give clear references and indications of documents, records, policies and recorded communications that help us understand your point of view and your case.** |
| Date | Who | What Action (including documents / records / evidence) | Outcome / Response? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |