

Formal Complaint Form to Governing Body – Maple Cross JMI & Nursery

Name		
Address		
Postcode		
Email address		
Telephone No.	Day	
	Evening	
	Mobile	

<p>What is it you want to complain about?</p>		
<p>Have you raised your issue with the Class Teacher (first informal stage)? If so, when did you do this?</p>	<p>YES (inc. date)</p>	<p>NO</p>
<p>Have you raised your issue with the Key Stage Lead/Early Years Lead (second informal stage)? If so, when?</p>	<p>YES (inc. date)</p>	<p>NO</p>
<p>Have you complained to the Headteacher (Formal Stage1)? If so, when?</p>	<p>YES (inc. date)</p>	<p>NO</p>
<p>What happened when you complained to the Headteacher?</p>		

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

Signed	
Date	

Please return this form to the Chair of the Governing Body via the school office or by e-mail to chair@maplecross.herts.sch.uk