



Malvern Way Infant & Nursery School

Formal Complaint Form

Name		
Address		
Postcode		
Email address		
Telephone No.	Day	
	Evening	
	Mobile	
What is it you want to complain about?		
Have you complained to the Headteacher?	YES	NO
When did you do this?	Date:	
What happened when you complained to the Headteacher?		

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 chairofgovernors@malvernway.herts.sch.uk