



Graveley Primary School Formal Complaint Stage 1 Form

Child's Name and Year Group			
Parent's Name			
Address			
Email address			
Home			
Mobile			
Date Appendix 1 completed by parent			
Date Appendix 1 received by Headteacher	<i>(school to complete)</i>		
Have you raised this issue with the Class Teacher (informal stage step 1)? If so, when did you do this?	YES (inc. date)	NO	
Have you raised this issue with the Headteacher (informal stage step 3)? If so, when did you do this?	YES (inc. date)	NO	
What are the grounds of your complaint? <i>(Please specify if it is regarding SEN or Child Protection issues.)</i>			
What would you like Graveley School to do to put things right?			

Please return this form to the Headteacher