



## ST MARY'S BRYANSTON SQUARE CHURCH OF ENGLAND PRIMARY SCHOOL

Enford Street, London W1H 1DL

**T:** 020 7641 4130

**E:** office@stmbs.org.uk

**W:** www.stmarys.bryanston.net

### COMPLAINT FORM

#### *Name of School*

When we receive a written complaint, we aim to acknowledge its receipt within 3 school days and send a full or interim response within 10 school days.

Your name:

Name of pupil (if relevant):

Relationship to pupil (if relevant):

Address/Email:

Postcode:

Telephone(day)

Telephone (evening)

What is your concern and how has it affected you?

Are you attaching any paperwork? If so, please list below:

Have you discussed this matter with a member of staff before filling in this form? If so, who did you speak to and what was the response?

What actions do you feel might resolve the problem at this stage?

Signature :

Date:

Please return this form to.....

#### Official use only

Date acknowledgement sent:

By whom:

Complaint referred to: .....on.....

### **'EXCELLENCE WITH COMPASSION'**

*'Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.  
And love your neighbour as yourself.'* (Mark 12:30-31)

**RESPECT | HONESTY | FORGIVENESS | FEELING SAFE | LOVE | CURIOSITY**