



Your name:

Contact number:

Email address:

Date:

**Details of your complaint:**

*Please describe the nature of your complaint, what parties were involved, when did it happen (time and date)*

**Who did you approach to resolve your complaint informally?**

*Please include staff name and date*

**What action was taken to resolve your complaint informally?**

*Please include staff names and dates*

**How do you propose the complaint can be resolved to your satisfaction?**

**Complaint submitted by *(please sign)*:**

Print name:

Date:

**Complaint received by *(on behalf of Fluppet's Montessori)*:**

Print name:

Date:

**Fluppet's Montessori Nursery's Copy**

Your name:

Contact number:

Email address:

Date:

Details of your complaint:

*Please describe the nature of your complaint*

Who did you approach to resolve your complaint informally?

*Please include staff name and date*

What action was taken to resolve your complaint?

*Please include staff names and dates*

How do you propose the complaint can be resolved to your satisfaction?

Complaint submitted by *(please sign)*:

Print name:

Date:

Complaint received by *(on behalf of Fluppet's Montessori)*:

Print name:

Date:

**Individual's Copy**