



COMPLAINTS FORM

- All formal complaints must be set out in writing via this complaints form (a separate document) and sent to carrie@carrieburke.com.

Name of parent:

Name of child:

What is the nature of the complaint(s)? Please add in as much detail as possible, including dates and times and any other relevant information.

We will follow our complaints procedure which has been shared with you. However, what further action do you think should be taken to resolve the complaint?

Correspondence, statements and records relating to individual complaints will be kept confidential.