



Heath Lane Nursery School & Children's Club
 Heath Lane, Hemel Hempstead, Herts HP1 1TT
 Telephone (01442) 255418
 Fax (01442) 255939
 Email admin@heathlane.herts.sch.uk

Headteacher: Mrs P Kirtley Cert.Ed, BA(OPEN), PGC.EEL, NPQH

Learning, Achieving and Having Fun Together

HEATH LANE NURSERY SCHOOL & CHILDREN'S CLUB
FORMAL COMPLAINT FORM

Name		
Address		
Postcode		
Email address		
Telephone No.	Day	
	Evening	
	Mobile	
What is it you want to complain about?		
Have you raised your issue with the Key Worker (informal stage)? If so, when did you do this?	YES (inc. date)	NO
Have you complained to the Headteacher (Stage1)?	YES	NO
When did you do this?	Date:	
What happened when you complained to the Headteacher?		



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What would you like us to do to put things right?

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Signed	
Date	

Please return this form to the Chair of the Governing Body