



Heath Lane Nursery School
Heath Lane, Hemel Hempstead, Herts, HP1 1TT
 Telephone (01442) 255418
 Email admin@heathlane.herts.sch.uk

Headteacher: Mrs Hayley Yendell

Heath Lane Nursery School
Formal Complaint Form

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



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How would you like to see this resolved?

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Signed	
Date	

Please return this form to the Chair of the Governing Body, c/o Admin Office at the school address.