



# VERNON PRIMARY SCHOOL

Clumber Road  
Poynton  
Cheshire  
SK12 1NW

Headteacher: J Carvell (Mrs)  
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Email: [head@vernonprimary.cheshire.sch.uk](mailto:head@vernonprimary.cheshire.sch.uk)

## COMPLAINT FORM

**Please complete the attached form and return in a sealed envelope to school for the attention of the Head teacher or Chair of Governors as appropriate. Thank you.**

### Contact details

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact telephone number \_\_\_\_\_

Contact email address \_\_\_\_\_

### Nature of complaint

Please give specific details including date, times, names and any other relevant information

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received at school by: \_\_\_\_\_ Date received at school: \_\_\_\_\_

The head teacher/senior member of staff, or other member of staff nominated by him/her, will contact you within 10 working days of receiving your complaint, or as soon as is reasonably practical to arrange a meeting with you at a mutually convenient time.

*'Nobody else is quite like me'*