

**NEWSTEAD ROAD PRE-SCHOOL  
FORMAL COMPLAINT FORM**

Name:

Address:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

What is it you want to complain about?

Have you complained to the pre-school manager? YES / NO

What date did you do this?

What happened when you complained to the pre-school manager?

*Please ask the pre-school manager if you would like help completing this form.*

*Once completed, it should be given to the pre-school manager, who will pass a copy to the chair of the management committee.*