



Linton Granta Playgroup and Toddlers Complaint Form.

This form is to be used to raise a complaint regarding Linton Granta Playgroup and Toddlers based at Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB. We at Linton Granta Playgroup and Toddlers take the any complaint seriously. Once the form has been received, the complaint will be investigated and you will be notified of the outcome of the investigation within 28 days of us having received the complaint.

Your Name _____
Email Address _____
Child's name _____
Relationship to child (for example, parent) _____
Your Contact telephone number _____
Your address _____

What is your main area of concern (please select one or more from the list below)?

- The quality of care and learning provided by the playgroup
- How far the care and learning provided meets the needs of all children
- The care and learning standards achieved
- The leadership and management of the playgroup
- The playgroup's contribution to the community

- Well being of children (please select one or more)
 - Health and safety
 - Bullying
 - Behaviour
 - Other, please specify _____

- Spiritual, moral, social issues or cultural issues (please select one or more)
 - Sex education
 - Religious issues
 - Drugs/alcohol
 - Race/equal opportunities
 - Other, please specify _____

- Other, please specify _____

Please provide details of your complaint:

What actions do you feel might resolve the problem?

Thank you for taking time to complete this form. Please hand the completed form to the setting leader or the chair of committee. You will be informed of the outcome of the investigation within 28 days of making the complaint. If you have not already you may wish to take a look at our complaints procedure, available on-line or from the setting.

For playgroup use only:
Date received by Playgroup/Committee:
Deadline for response:
Date response issued: