## Eversley Nursery School Complaints Record

Date of Complaint:			
A: Source of Complaint (Please Tick)			
Parent (in writing / email)	To Staff member		
Parent (in person)	Anonymous		
Parent (phone call)	Ofsted (include complaint number if known)		
	Other (please state)		
B: Reason of Complain	nt and Where It Relates to EYFS:		
Please Give Details Of The Com	plaint:		
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C: How It Was Dealt With				
Internal Investigation				
Investigation by Ofsted				
Investigation by Other				
Agencies (Please state)				
Please Give Details Of Any Internal Int	vestigation Or Attach Any	Outcome Letter From		
D: Actions and Outcomes				
Internal Actions				
Actions Taken				
Action Taken by Ofsted				
No Action				
Actions Imposed or Agreed with Other Agencies				
Please Give Details Of All Actions & Outcomes:				
Has a convert this record been about	ad with paranta? Vac. a	w No		
Has a copy of this record been shar Name of Recorder:	Outcome Notified to Pa			
Name of Recorder.	(Within 28 Days)	aront.		
	Date:			
Position:	Data Completed:			
rusiduli.	Date Completed:			
Name:				
Signature:				