



Complaints Record Summary

Date of complaint		
Source of complaint	Parent (in writing, including email) Parent (phone call) Anonymous Other (please state)	Parent (in person) Staff member Ofsted (including complaint number if known)
Nature of complaint		
How it was dealt with	Internal investigation Investigation by other agencies (please state)	Investigation by Ofsted
Action and outcomes	Internal action Changes to conditions of registration No action	Actions agreed with Ofsted Other action taken by Ofsted Actions imposed or agreed with other agencies
Has a copy of this record been shared with parents?	Yes	No
Name of recorder		