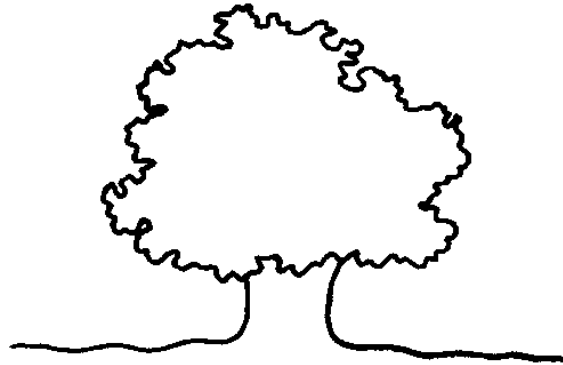


# LITTLE ACORNS



# MONTESSORI

<b>Centre</b>	<b><i>St Peters Hall</i></b>	<b><i>Berkshire Guide</i></b>
	<b><i>Hatchet Lane</i></b>	<b><i>Windlesham Road</i></b>
	<b><i>Winkfield</i></b>	<b><i>Priestwood</i></b>
	<b><i>Windsor</i></b>	<b><i>Bracknell</i></b>
<b>1GG</b>	<b><i>Berkshire SL4 2EG</i></b>	<b><i>Berkshire RG42</i></b>
	Tel: 01344 882942	Tel: 01344 411928
	Tel: 07835 905553	Tel: 07771 637934

Website: [littleacornsmontessori.co.uk](http://littleacornsmontessori.co.uk)

Email: [val@littleacornsmontessori.co.uk](mailto:val@littleacornsmontessori.co.uk) (Priestwood setting)  
[mish.tuddenham31@gmail.com](mailto:mish.tuddenham31@gmail.com) (Winkfield setting)

## POLICIES & PROCEDURES

Last updated 25/05/2023  
By Val Duffy and Michelle Tuddenham

Next review 31/05/2024

# LITTLE ACORNS MONTESSORI LIMITED

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BERKSHIRE GUIDE CENTRE

WINDLESHAM ROAD  
PRIESTWOOD BRACKNELL RG42 1GG  
TEL: 01344 411928 / 07771 637934

## POINTS OF CONCERN/COMPLAINTS OR COMPLIMENTS FOR PARENTS/STAFF

This form is not only for formal complaints but to register issues which you feel we need to discuss within the setting.

This is a formal complaint

This is a matter of concern

This is a compliment.

NAME OF PERSON RAISING ISSUE:

DATE:

BRIEF OUTLINE OF THE NATURE OF CONCERN, COMPLAINT OR COMPLIMENT:

WHO OR WHAT IS THE ISSUE CONCERNING?

BRIEF OUTLINE OF THE CIRCUMSTANCE:

DATE AND TIME OF CIRCUMSTANCE LEADING TO THIS COMPLAINT:

INITIAL ACTION TAKEN BY YOU:

ACTION REQUESTED FROM LITTLE ACORNS:

I wish to make a formal complaint and request that my complaint is acknowledged and investigated by Little Acorns as soon as possible and that I am informed of the outcome within 28 days.

Or

I wish to raise this as a matter of concern and request that the issue is acknowledged and investigated by Little Acorns as soon as possible and that I am informed of the outcome within 28 days.

Or

Please make a note of my compliment and pass it on to the staff.

SIGNED:

DATE:



