

Liberty in the Wild Ltd.

EDUCATION CENTRE

Umberslade Estate, Tanworth in Arden, Solihull,
B94 5AE.

TEL: 01564 330221

EMAIL: Hello@libertyinthewild.co.uk

FINANCE: Finance@libertyinthewild.co.uk

WEB: www.libertyinthewild.co.uk



COMPLAINTS FORM

Please complete this form if you wish to make a formal complaint. If you require assistance completing this form, please contact the school office.

Complaints should normally be raised within **three months of the incident occurring** or within **three months of becoming aware of the issue**.

Completed forms should be returned to:

Email: directors@libertyinthewild.co.uk

Phone: 01564 330221

SECTION 1 – YOUR DETAILS

Full Name

Address

Postcode

Telephone Number

Liberty in the Wild Ltd is a company registered in England and Wales.

Company Registration Number: 15459786 VAT Registration Number: 477078747

Email Address

SECTION 2 – RELATIONSHIP TO LIBERTY IN THE WILD

Please tick the option that best describes you:

- Parent / Carer
- Pupil / Young Person
- Member of the Public
- Visitor
- Volunteer
- Other (please specify)

If your complaint relates to a specific pupil, please provide the pupil's name:

SECTION 3 – DETAILS OF YOUR COMPLAINT

Please provide full details of your complaint, including:

- what happened
- when it happened
- where it happened
- who was involved

You may continue on a separate sheet if necessary.

SECTION 4 – INFORMAL RESOLUTION

Have you already spoken to a member of staff about this concern?

Yes

No

If yes, please provide the name of the person you spoke to:

Date of discussion (if known):

What was the outcome?

SECTION 5 – WHAT OUTCOME ARE YOU SEEKING?

Please explain what action or resolution you would like Liberty in the Wild to consider.

SECTION 6 – SUPPORTING EVIDENCE

Please list any documents, photographs, emails or other evidence you have included.

SECTION 7 – DECLARATION

I confirm that the information provided in this complaint form is accurate to the best of my knowledge.

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Name

Signature

Date