

Complaint Record

Complainant details

Surname	
First name	
Phone number	
Email address	
Address	
How would you prefer us to contact you?	

Complaint's details

Date of complaint:	
Complaint received by:	
Complaint made via:	<input type="checkbox"/> phone <input type="checkbox"/> email <input type="checkbox"/> in person <input type="checkbox"/> letter

Complaint type

- | | |
|---|--|
| <input type="checkbox"/> School | <input type="checkbox"/> Parent/s |
| <input type="checkbox"/> Employees/staff/volunteers | <input type="checkbox"/> Extra-curricular activities |
| <input type="checkbox"/> Classmate/s | <input type="checkbox"/> Others: |

Details of complaint

Informal resolution

As stated in Complaints Procedure a complainant should always attempt to resolve the matter informally before submitting a formal complaint. Please include details of the steps you have taken to do this, who you have spoken with and why you feel the outcome has been unsatisfactory.

Your suggestions to resolve complaint

Your suggestions to resolve complaint

Official school use

Date acknowledgement sent:	
By whom:	
Complaint referred to:	
Date:	