

# COMPLAINT FORM

Please complete this form and return to the Principal. A letter of acknowledgement will be sent to you and will inform you of the next step in the complaints process.

**Your details:**

First Name:	Surname:
Relationship with the school (eg parent, staff, student, neighbour etc):	
Your address:	Phone (work):
	Phone (home):
	Mobile:
	Email:

**Details of your complaint:**

(Please include all the information you can eg witnesses, dates, events etc. If you need, you can add extra pages or attach any documentation that you believe is relevant)

**The action(s) you have already taken to resolve the problem** (eg who you have spoken to, what you said and what was done etc.)

**What action do you believe is needed to now resolve the problem?**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For school use only:**

Date form received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date acknowledgement sent:-----

Acknowledgement sent by: \_\_\_\_\_

Complaint referred to: \_\_\_\_\_

Date: \_\_\_\_\_

Other notes: